

TOMPKINS CORTLAND COMMUNITY COLLEGE



2023-24

COLLEGE CATALOG

tompkinscortland.edu



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GENERAL COLLEGE INFORMATION

Tompkins Cortland Community College has grown from a tiny community college housed in an old high school to an integral part of the Tompkins County and Cortland County communities located on a 220-acre rural campus in Dryden, New York.

The College is one of 30 community colleges in the State University of New York, and offers degrees, certificates, and microcredentials in more than 40 academic programs including nursing, business administration, criminal justice, chemical dependency counseling, new media, sports management, culinary arts, sustainable farming and food systems, and liberal arts programs, including education and general studies. The College is known for constantly expanding the boundaries of what is possible for a community college: recent innovations include a restaurant, organic-practices farm, and 10-acre solar array powering campus.

Perhaps more importantly, the College is known for its commitment to academic rigor and for its equally passionate commitment to providing the community support students need to succeed. With thousands of graduates in the area and throughout the country, we mean it when we say Your Community. Your College.

OUR MISSION

We serve our community by meeting educational needs, creating an environment for student success, and preparing our students and ourselves for citizenship in a global society.

OUR VISION

To see strengths and unique potential in every person. To inspire people to make the courageous choice to learn, grow, and serve.

OUR VALUES

LEARNING

Learning is the most important outcome of our work. We are all learners and we know that teaching and learning happen both inside and outside the classroom. Each of us is responsible for our own learning and for supporting the learning of others.

EXCELLENCE

Exceptional teaching, programs, and service are critical to our success. We believe that excellence must be built on a foundation of integrity, honesty, and academic freedom. We achieve it by focusing on strengths, learning from experiences, and assessing our work.

OPPORTUNITY

Education transforms lives. We value access to education as a fundamental right. Our students can start here and go anywhere.

INNOVATION

Change creates vitality. We value active pursuit of thoughtful innovation and continuous improvement. We empower and challenge ourselves to create, innovate, take risks, and nurture an environment of trust.

RELATIONSHIPS

Relationships are the heart of our work. We value a caring, supportive community built on integrity, openness, honesty, and respect. Our internal and external relationships are flexible, collaborative, and interdependent.

DIVERSITY

Diversity enriches our learning. We embrace diversity in all of its contexts, including strengths, perspectives, and people. We seek to increase our capacity to understand issues of difference, power, and privilege and to constructively resolve conflict.

HISTORY OF THE COLLEGE

When Tompkins Cortland Community College first opened its doors in September of 1968, 133 day students and 47 evening students were registered to attend. Classes were held in Groton in the old renovated high school building. The library's shelves were freshly stocked with 5,000 volumes, and the College catalog listed 34 courses in business and the liberal arts. Faculty members, drawn together from diverse areas of higher education, were bursting with innovative ideas. Since that first day of classes, Tompkins Cortland Community College has been a place of excitement and promise, committed to serving the growing and changing educational needs of its students and sponsoring communities.

The idea to create an institution for community-centered higher education in this locality came about in the mid-1960s, when Tompkins and Cortland counties were independently exploring the feasibility of establishing a community college. Both counties wanted an educational institution whose primary mission would be to respond to the educational needs of local residents. Because of their similar goals, Tompkins and Cortland counties joined forces, each approving resolutions in September 1966 to establish and jointly operate a two-county community college.

On November 10, 1966, the State University of New York approved the College's establishment. By 1968, a nine-member board of directors had developed an operating budget, chosen a site for classes, and named the first employee.

In September 1974, Tompkins Cortland Community College opened its new building in Dryden, with 1,092 day students and 977 evening students.

By 1983, the College had grown to serve nearly 5,300 students with day and evening classes at the main campus. The 1990s and forward brought about significant changes. The College has been enriched by extension centers in the cities of Ithaca and Cortland, the Global Initiatives program, online courses and degrees, on-campus housing, several new degree programs, and a new focus on learning. As we entered a new century, the College was honored as a Learning College Champion by the League for Innovation.

PRESIDENT'S OFFICE

AMY KREMENEK

Dr. Amy Kremenek currently serves as the fifth president of Tompkins Cortland Community College, a college of the State University of New York (SUNY) located in Dryden, New York. Her appointment was made by the Tompkins Cortland Community College Board of Trustees and the State University of New York (SUNY) Board of Trustees, and became effective on June 1, 2022.

In 2022, Dr. Kremenek was named an Aspen New Presidents Fellow, one of just 26 community college presidents nationwide selected for the program by the Aspen Institute College Excellence Program. This program, made possible with support from JPMorgan Chase, supports community college presidents in the early years of their tenure as they work to achieve higher and more equitable levels of student success. She has focused her leadership efforts at Tompkins Cortland Community College on a three-part strategy of student enrollment and retention, campus engagement and participation, and community partnerships and collaboration.

Dr. Kremenek serves on the Boards of Directors of Ithaca Area Economic Development and the Cortland County Business Development Corporation. She is a member of the New York Community College Association of Presidents, Tompkins Chamber CEO Roundtable, CenterState CEO, and serves as a member of the Board of Directors of the Tompkins Cortland Community College Foundation.

Prior to joining Tompkins Cortland, Dr. Kremenek served more than 15 years as Vice President at Onondaga Community College in Syracuse, New York. Prior to her service in higher education, she worked in various professional roles in health care and public utilities. She has served on boards for a number of statewide and regional professional and civic organizations, including Say Yes to Education, SUNY Council on University Advancement, and the American Association of Women in Community Colleges.

She earned a Bachelor of Science from the Newhouse School of Public Communications at Syracuse University, a Master of Public Administration from the Maxwell School of Public Affairs and Citizenship at Syracuse University, and a Doctorate of Management in Community College Policy and Administration from the University of Maryland Global Campus. She and her husband Brent are residents of Dryden and are the proud parents of two adult children.

PAST PRESIDENTS

Orinthia Montague, fourth president (2017-2021)

Carl Haynes, President Emeritus, third president (1994-2017)

Eduardo Marti, second president (1986-1994)

Hushang Bahar, first president (1968-1986)

CONTACT THE OFFICE OF THE PRESIDENT

president@tompkinscortland.edu

BOARD OF TRUSTEES

The Board of Trustees is the governing body of the College. The board is comprised of representatives of both Tompkins and Cortland Counties, appointed by either the respective county legislature or the governor. The board also includes a student trustee, elected by the student body.

The primary responsibility of the Board is to establish policies governing the College. The Board also approves the College budget and the appointment of all personnel.

Roxann Buck - Vice Chair of the Board
Tompkins County Appointee – 1990
Term Expires 2024

Dean Corbin - Governor's Appointee – 2023
Cortland County
Term Expires 2029

Sue Dale-Hall -Governor's Appointee – 2022
Tompkins County
Term Expires 2025

Judy K. Davison -Chair of the Board
Cortland County Appointee – 2007
Term Expires 2023

Arthur Kuckes –
Tompkins County Appointee – 2013
Term Expires 2025

Matthew McSherry - Treasurer
Cortland County Appointee - 2012
Term Expires 2026

Schelley Michell-Nunn –
Tompkins County Appointee – 2018
Term Expires 2028

Lisa Perfetti - Governor's Appointee – 2022
Cortland County
Term Expires 2027

Raymond Schlather - Past Chair of the Board
Governor's Appointee – 2008
Tompkins County
Term Expires 2022

Romneya Quennell - Student Trustee
Term Expires 2023

COLLEGE FOUNDATION

Since its founding, the Tompkins Cortland Community College Foundation has supported thousands of students with scholarships, grants, and assistance for unexpected transportation needs, food, and childcare challenges. Each and every day, the mission of the Tompkins Cortland Community College Foundation is first and foremost to secure resources to enhance the learning opportunities for students of the College.

The Tompkins Cortland Community College Foundation awarded \$515, 000 through scholarships and grants during the 2020-2021 academic year to 260 students. Tompkins Cortland is grateful to the many generous people, businesses, and foundations that have provided the donations and grants that allow the Foundation to achieve its powerful mission.

PHILANTHROPIC STATEMENT

Tompkins Cortland Community College Foundation's mission is to secure resources to enhance the learning opportunities for students of the College. That means, quite simply, every philanthropic dollar matters! Your support matters!

Through each gift, we feel your thoughtfulness and kindness extended to our students. As we begin a new decade, excitement builds for what the future holds for our students, College, and the communities that we serve, and how the Tompkins Cortland Community College Foundation and our donors will play a vital part in the learning opportunities for students of the College.

FOUNDATION LINKS

[Board of Directors](#)

[History](#)

[Mission](#)

[Properties](#)

TUITION AND FEES

2023-2024 COST OF ATTENDANCE

NYS RESIDENT, LIVING ON CAMPUS OR NOT LIVING WITH A PARENT

Cost of Attendance Detail

	Fall 2023	Spring 2024	Total
Tuition (1)	\$2,785	\$2,785	\$5,570*
Fees (2)	\$800	\$800	\$1,600*
Housing (3)	\$4,386	\$4,386	\$8,772*
Food (4)	\$1,379	\$1,379	\$2,758*
Books, Course Material, Supplies and Equipment (5)	\$700	\$700	\$1,400
Transportation (5)	\$1,088	\$1,087	\$2,175
Miscellaneous and Personal (5)	\$681	\$681	\$1,362
Cost of Attendance 2023-2024			\$23,637

NYS RESIDENT, LIVING WITH A PARENT

Cost of Attendance Detail

	Fall 2023	Spring 2024	Total
Tuition (1)	\$2,785	\$2,785	\$5,570*
Fees (2)	\$800	\$800	\$1,600*
Housing (3)	\$1,218	\$1,217	\$2,435
Food (4)	\$1,015	\$1,015	\$2,030
Books, Course Material, Supplies and Equipment (5)	\$700	\$700	\$1,400
Transportation (5)	\$1,088	\$1,087	\$2,175
Miscellaneous and Personal (5)	\$681	\$681	\$1,362
Cost of Attendance for the Academic Year			\$16,572

NON-NYS RESIDENT, ON CAMPUS OR OFF CAMPUS NOT WITH A PARENT

Cost of Attendance Detail

	Fall 2023	Spring 2024	Total
Tuition (1)	\$5,727.50	\$5,727.50	\$11,455
Fees (2)	\$800	\$800	\$1,600*
Housing (3)	\$4,386	\$4,386	\$8,772*
Food (4)	\$1,379	\$1,379	\$2,758*
Books, Course Material, Supplies and Equipment (5)	\$700	\$700	\$1,400
Transportation (5)	\$1,088	\$1,087	\$2,175
Miscellaneous and Personal (5)	\$681	\$681	\$1,362
Cost of Attendance for the Academic Year			\$29,522

* Indicates estimated charges that will be reflected on the tuition bill subject to Board of Trustee approvals.

Cost listed for a full time student (12 or more credit hours).

Fees are an estimate based on 12 credits. Amount will vary based on exact number of enrolled credit hours.

Housing charges are only a billed charge for students living on campus.

Students living on campus are required to purchase a meal plan.

Based on information provided by the Financial Aid office. Expenses include, books Course Material, Supplies and Equipment, Transportation, and Miscellaneous and Personal expenses not billed by the College.

Not all charges are billed by the college. The Cost of Attendance does include amounts for outside expenses.

CONSUMER INFORMATION AND PRIVACY

The Higher Education Act of 1965 and The Higher Education Opportunity Act of 2008 require colleges and universities that receive Title IV funds to disclose certain specific information about the institution, student financial assistance, health and safety, and student outcomes to students, employees, and the general public.

FINANCIAL AID

Attending college is one of the best investments you will ever make in yourself. Financial aid is available to assist you with educational expenses when your resources do not fully meet college costs. At Tompkins Cortland Community College we are committed to helping you navigate the application process and maximize financial aid awards from all possible sources. Over 90% of students attending Tompkins Cortland Community College receive some form of financial aid such as grants, scholarships, loans, work-study, tuition waivers and veteran educational benefits.

OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday | 8 a.m. – 4 p.m.

Tuesday | 8 a.m. – 3 p.m. and 4 – 6 p.m.

Thursday | 9 a.m. – 4 p.m.

OUR VIRTUAL OFFICE HOURS

Monday, Wednesday, Thursday & Friday | 9 a.m. – 4 p.m.

Tuesday | 8 a.m. – 3 p.m. and 4 – 6 p.m.

Virtual Office Room: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: admissions@tompkinscortland.edu

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

SCHOOL CODES

FAFSA: 006788 | TAP: 2260

GETTING STARTED:

IMPORTANT INFORMATION WHEN FILING FOR FAFSA

For the 2023-2024 FAFSA, 2020 tax and income information is required.

Completing your FAFSA in three simple steps:

1. **APPLY FOR A FEDERAL STUDENT AID ID.** YOUR FSA ID SERVES AS YOUR ELECTRONIC SIGNATURE.

You will need a FSA ID to apply for financial aid and to complete documents required for specific aid programs. Parents of dependent students will also need a FSA ID.

2. COMPLETE THE **FREE APPLICATION FOR FEDERAL STUDENT AID (FAFSA).**

Complete the **2023-2024 FAFSA** if you plan to attend Tompkins Cortland Community College Summer 2023, Fall 2023, and Spring 2024. FAFSA is required to determine your eligibility for the Federal Pell Grant, Federal Direct Student Loans, work study, and Federal Supplemental Education Opportunity Grant (FSEOG) programs.

3. COMPLETE YOUR TAP APPLICATION

New York State residents who expect to be enrolled full-time should also complete the Tuition Assistance Program (TAP) application. Your FAFSA must be completed before a TAP application can be filed. You can link directly to the TAP application from the confirmation page of your FAFSA. Select the link that says ***“Start your application now”***.

Students and Parents: You will need your NYS ID or Drivers License to complete the application!

If you do not complete your TAP application from the link on your FAFSA confirmation page, then you must wait 3-4 business days after filing your FAFSA for New York State Higher Education Services Corporation (HESC) to receive the information from your FAFSA. Once HESC has received your FAFSA information, you can file your TAP application online at **www.tapweb.org**.

Learn more about applying for TAP

FINANCIAL AID SPECIAL CIRCUMSTANCE APPEAL OPPORTUNITY

VETERANS BENEFITS

For Chapters 30, 33 (Post-9/11 GI Bill®), 1606 and 1607 if you have not applied for Veterans education benefits you will need to do so by completing VA Form 22-1990 which can be done on line at [VA.gov](https://www.va.gov).

For Chapter 35 you will need to complete VA Form 22-5490 which can also be done online.

For Chapter 31 the application students must fill out is VA Form 22-1900. However, it is advised they call the VA rehabilitation counselor first. To learn more about or apply for Chapter 31 benefits in NYS, call the following number 1-800-827-1000.

EDUCATION FINANCING

Education Financing Information For Military Families and Veterans

VA FREQUENTLY ASKED QUESTIONS

Download FAQs (pdf)

DOCUMENTS

Memorandum of Understanding Regarding Veterans Education Benefits

Veteran Certification Worksheet (Word document download)

Veteran Certification Worksheet (pdf)

CERTIFICATION OF ENROLLMENT

For all chapter benefits (with the exception of Chapter 31) our certifying official must notify the DVA of your enrollment each semester. **It is your responsibility to contact our office at which time you are fully registered for a term.** Your enrollment will be certified with the DVA shortly thereafter. **The VA Certifying Official is located in the Office of Financial Aid.**

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

Copy of completed application for (Veterans education benefits).

Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).

Copy of official transcripts from all previous colleges (if applicable).

Copy of Kicker Program documentation (if applicable).

Notice of basic eligibility (NOBE) if you are in the Reserves.

Certificate of Eligibility (you will receive this from the Buffalo Regional VA office once a determination on your eligibility is made) or WAVE Benefits or eBenefits Education Status Pages showing education benefits.

Signed copy of Memorandum of Understanding.

Copy of Schools VA Enrollment Form.

Veterans receiving VA benefits may select any program that is approved by the Department of Veteran Affairs leading to a degree offered at TC3. Check with the VA Certifying Official if your program is approved by the VA before registering for classes.

CHAPTER 30 (VETERANS GI BILL®)

Educational assistance program available to fully honorably discharged veterans who meet the eligibility criteria explained in detail on the [Department of Veterans Affairs website](#).

CHAPTER 33 (THE POST 9/11 GI BILL®)

The Post-9/11 GI Bill is for individuals with at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. The Post-9/11 GI Bill will become effective for training on or after August 1, 2009. More eligibility information on The Post 9/11 GI Bill is provided on the [Department of Veterans Affairs website](#).

CHAPTER 1606 (RESERVES/NATIONAL GUARD)

This program may be available if you are a member of a selected reserve. More eligibility information on Chapter 1606 is provided on the [Department of Veterans Affairs website](#).

CHAPTER 1607 (RESERVE EDUCATIONAL ASSISTANCE PROGRAM (REAP))

More eligibility information on Chapter 1607 is provided on the [Department of Veterans Affairs website](#).

CHAPTER 35 (SURVIVOR'S AND DEPENDENTS EDUCATIONAL ASSISTANCE PROGRAM DEA)

The spouse, child, stepchild or adopted child of a veteran who is deceased (service-connected) or who is 100% disabled (service-connected) may qualify for Chapter 35 benefits. Visit the [Department of Veterans Affairs website](#).

CHAPTER 31 (VOCATIONAL REHABILITATION)

Any veteran receiving at least 10% permanent, service-connected disability from the DVA can apply for this benefit. Approval is made on a case-by-case basis and is managed at the state level. To learn more about or apply for Chapter 31 benefits in NYS, call 1-800-827-1000.

MONTHLY ENROLLMENT VERIFICATION

Each month that you qualify for benefits, you must contact the DVA for enrollment certification. This should be done on the last day of each month, online at <https://www.gibill.va.gov/wave/index.do> Follow the WAVE (Web Automated Verification of Enrollment) link to complete electronic certification or via phone at 1-877-823-2378. If your enrollment certification has been submitted and you would like to check on the status of your payment, you can call the NYS regional office at 1-888-442-4551.

IMPORTANT: IT IS YOUR RESPONSIBILITY TO NOTIFY THE VA CERTIFYING OFFICIAL WHEN **WITHDRAWING** OR **ADDING** A COURSE. You can stop at our office and bring a copy of your official withdrawal showing the date(s) of withdrawal. Also if you plan on attending **SUMMER** courses, you need to contact the VA Certifying official at the College as well.

IMPORTANT: Chapter 33 (The Post 9/11 GI Bill). The veteran is responsible for any overpayment incurred as a result of not completing courses. In the event a veteran does not complete a course, schools should follow their established student refund policy. VA will work with student to resolve overpayment.

Bottom Line: Tuition and Fee payments are paid to the school on behalf of the veteran, overpayments for Tuition and Fees will be charged to the veteran.

Scholarships and Awards for Veterans: For further information about scholarships and awards for veterans and to apply please [visit the Military Corner](#). Questions may be addressed to 1-888-697-4372 or email at militarycorner@hesc.com.

TRANSFER STUDENTS/TRANSFER OF BENEFITS

Students who were receiving veteran's benefits at another college must complete a **Change Program/Place of Training** form (VA form 22-1995) for Veterans, Servicepersons, & Members of the Selected Reserve or (VA form 22-5495) for Survivors' & Dependents' Education Assistance to receive benefits at your place of training. These forms can be completed online by going to <https://www.va.gov>. A copy of this form needs to be sent to the VA Certifying official at Tompkins Cortland.

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

Copy of member 4 DD-214 (Certificate of Release or Discharge from Active Duty).

Copy of official transcripts from all previous colleges.

Copy of Change of Program/Place of Training form.

Copy of Certificate of Eligibility or WAVE Benefits or eBenefits Education Status Pages showing education benefits.

Signed copy of Memorandum of Understanding.

Copy of Schools VA Enrollment Form.

CONTINUING STUDENTS

Continuing Students are asked to contact the VA Certifying Official immediately when they have registered for classes not only for the FALL and SPRING semesters but if they are planning on taking any SUMMER classes as well!

WHAT TO SEND TOMPKINS CORTLAND'S VA CERTIFYING OFFICIAL:

Copy of Schools VA Enrollment Form.

Have questions? benefits.va.gov/gibill/

CLASS ATTENDANCE

IMPORTANT: The VA requires veterans receiving benefits to attend all scheduled class meetings. Failure to do so may result in the loss of benefits and pay back of veterans benefits already received for the semester in question.

VA STANDARDS OF PROGRESS

Veterans' Services will NOT pay educational benefits if one of the following should occur:

The veteran registers for classes that are not specified as necessary for the declared program of study. Depending on circumstances, deficiency or remedial courses may be certified for benefits.

The veteran fails to submit all previous college transcripts for evaluation.

The veteran registers for two or more courses and receives “F” (Fail), “NC” (No Credit) or “IP” (In Progress) grades for all courses for one semester.

The veteran fails to convert an “I” (Incomplete) grade to a letter grade within one year from receipt of the “I” grade.

The veteran fails to attend class for the semester for which VA benefits are received.

The veteran fails to achieve the minimum cumulative GPA of 2.0 for two consecutive semesters or sessions.

All VA students must meet the Satisfactory Academic Progress policy as disclosed in the College Catalog. The veteran, like all students of the college, will be placed on academic probation until they meet the standards of academic progress set by the school. Students affected by these requirements must receive a financial aid waiver in addition to any academic probation interview or academic reinstatement procedure (see Financial Aid Waivers section). The VA Certifying Official will need a copy of the probation agreement and is required to report a termination of benefits if you remain on academic probation for more than two semesters with an overall GPA below 2.0. Student’s certification will also be terminated if student is on progress probation more than two semesters regardless GPA

ENTITLEMENT TO BENEFITS

This school certifies your enrollment status, programs and academic progress. All questions concerning payment are to be referred to the Department of Veterans’ Affairs at 1-888-442-4551 or by sending an electronic inquiry by going to benefits.va.gov/gibill/contact_us.asp.

PAYMENT

The first check should arrive SIX TO EIGHT WEEKS after the first day of classes or later if the veteran should apply for certification after classes begin. **Make sure that you register for your courses on time to ensure prompt certification of your enrollment. Remember to register in courses according to your educational plan.**

Information about qualifying pay rates and payment dates is available only through direct contact between the student and the Department of Veterans Affairs. Go to the [rate tables](#) or call 1-888-442-4551.

YOUR PAYMENT RATES ARE BASED ON YOUR ENROLLMENT STATUS.

Status	Fall & Spring	Summer
Full-Time	12 Hours	6 Hours
3/4 Time	9 Hours	5 Hours
1/2 Time	6 Hours	3 Hours

***Rates will be pro-rated if a student is enrolled in a non-standard term(s) classes or classes that have a beginning and end date different from the semester's beginning and end dates (For example: nursing classes and late start classes).

CERTIFYING OFFICIAL

The Certifying Official is responsible for the accurate and prompt certification of enrollments and changes in enrollment of eligible students to the VA. The certifying official is an employee of the College, not the VA. The certifying official cannot determine eligibility for VA Educational Benefits.

THE JOHNNY ISAKSON AND DAVID P. ROE, M.D. VETERANS HEALTH CARE AND BENEFITS IMPROVEMENT ACT OF 2020

The Johnny Isakson and David P. Roe, M.D. Veterans Health Care and Benefits Improvement Act of 2020 requires educational institutions to make certain disclosures to students using federal military and/or VA educational benefits. To view and print a copy of an estimated personalized cost of attendance visit **the SUNY Net Price Cost Calculator** and select Tompkins Cortland Community College from the dropdown. Additional financial information can be found at the **NCES College Navigator**.

The SUNY Financial Aid Plan (FAP) will provide a more in-depth analysis and accurate picture of student cost once the student has filed their FAFSA, completed a SUNY application, and has been accepted by a campus.

TO APPLY FOR FINANCIAL AID OR STATE PROGRAMS, YOU WILL NEED TO COMPLETE THESE FOLLOWING PROGRAMS:

(Forms 1, 2, and 3 are available in the College's Financial Aid Office)

The Free Application for Federal Student Aid (FAFSA). The School Code for Tompkins Cortland Community College is **006788**.

Aid for Part-Time Study application (for part-time students only)

The Express TAP application can be completed online while filing the FAFSA. If you do not complete your application at this time, New York state Higher Education Services will contact you to complete the application. TAP code is **2260**

STATE PROGRAMS

VETERANS TUITION AWARDS

Veterans Tuition Awards (VTA) is awards for full-time study and part-time study for eligible veterans matriculated at an undergraduate or graduate degree-granting institution or in an approved vocational training program in New York state.

Eligible students are those who are New York State residents discharged under honorable conditions from the U.S. Armed forces and who are:

Vietnam Veterans who served in Indochina between February 28, 1961 and May 7, 1975.

Persian Gulf Veterans who served in the Persian Gulf on or after August 2, 1990.

Afghanistan Veterans who served in Afghanistan during hostilities on or after September 11, 2001.

Veterans of the armed forces of the United States who served in hostilities that occurred after February 28, 1961 as evidenced by receipt of an Armed Forces Expeditionary Medal, Navy Expeditionary Medal or a Marine Corps Expeditionary Medal.

These students must also:

Establish eligibility by applying to HESC.

Be New York State residents.

Be US Citizens or eligible non-citizens.

Be matriculated full or part-time at an undergraduate or graduate degree-granting institution in New York State or in an approved vocational training program in New York State.

Have applied for the Tuition Assistance Program for full-time undergraduate or graduate study.

HOW TO ESTABLISH ELIGIBILITY

Complete the NYS Veteran Tuition Award application at [NYS Higher Education Services Corporation - Veterans Tuition Awards](#) or contact HESC at 1-888-NYSHESC (1-888-697-4372) or scholarships@hesc.ny.gov.

Questions regarding eligible service or how to document service should be directed to the HESC Scholarship Unit at 1-888-697-4372. NYS VETERANS TUITION AWARDS - THIS IS A NY BENEFIT FOR VIET NAM, PERSIAN GULF, AFGAN. AND IRAQ VETS.

HESC Veterans_Tuition_Awards

Be sure to print the Web Supplement Confirmation, sign and return it along with the required documentation according to the instructions.

NYS NATIONAL GUARD EDUCATIONAL INCENTIVE PROGRAM

This program provides up to \$4,350 of tuition assistance to members of the NYS National Guard or Naval Militia who are in good military and academic standing. To be eligible, Guard members must:

--be a legal resident of New York State

- have successfully completed Initial Active Duty training, Naval enlisted Code, or Commissioning Program
- be pursuing their first Baccalaureate Degree
- be enrolled in a degree program for at least 6 credit hours at a Board of Regents accredited college or university in New York state
- apply for all available tuition assistance and grants (i.e. Federal Pell Grant & NYS TAP).

For more information, call the NYS National Guard at (800)356-0552 or (518)786-4681, or visit their web site at **www.dmna.state.ny.us**.

ADMISSIONS

Transfer. Career. Success. Tompkins Cortland Community College has helped students earn thousands of bachelor's and master's degrees - and 93% of grads who want work find it right away. No matter the goal, no matter if you even know the goal yet, the journey starts here. Check out our [Virtual Viewbook](#) or visit our admissions office - either in-person or virtually.

OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday 8 a.m. – 4 p.m.

Tuesday 8 a.m. – 6 p.m.

Thursday 9 a.m. – 4 p.m.

OUR VIRTUAL OFFICE HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday & Friday

9 a.m. - 6 p.m. | Tuesday

Virtual Office Room: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: admissions@tompkinscortland.edu

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

READY TO ENROLL?

Apply online or, if you prefer, print the **admissions application** and mail it in.

Have your official transcript(s) sent. Include high school and any colleges you have attended in the past

Electronic transcripts should be sent directly from the institution to transcripts@tompkinscortland.edu.

BE SURE TO...

Apply for **Financial Aid**.

Get your **certificate of residence**

Complete your **immunization requirements**.

Interested in taking just one class?

If you are not officially enrolling in a degree program and are not planning to receive financial aid, then you can register for a class at www3.tc3.edu/NonMatric.

If you are a high school student interested in taking a class through your high school, **CollegeNow** will guide you through the process.

OFFICE OF ADMISSIONS

admissions@tompkinscortland.edu

607.844.6580

Fax: 607.844.6560

Room 101

HELPFUL LINKS

[Request More Information](#)

[Schedule a Campus Visit](#)

[Attend On-Campus Information Session](#)

[Attend Instant Registration Day](#)

[Attend Financial Aid and Admissions Day](#)

[Attend a Virtual Information Session](#)

NURSING ADMISSIONS

SELECTION PROCESS

Although the College has an open-door admissions policy, admission to the nursing program is selective, and there will be more applicants than spots available. Admissions decisions are made by members of the nursing faculty working together with the admissions office. Admissions decisions are based on high school or college grade average (whichever is more recent), grades in required science and math courses, and a personal statement of application, and references (if applicable). An interview and/or entrance exam may be required. The average GPA of accepted applicants in the most recent class was 3.4.

ADMISSION ELIGIBILITY REQUIREMENTS

To be eligible for admission into the nursing program, an applicant must meet all admission eligibility requirements listed below under Option I or Option II. Candidates who do not meet the admission eligibility criteria will, upon their request, be considered for admission into other programs at Tompkins Cortland. Additional requirements are necessary for admission consideration and can be found under "Contents" within the admission specific category as applicable. Students with a prior felony conviction may be considered for admission into the nursing program, however, may not be granted RN licensure by the state of New York.

Make sure to visit our Program Requirements page for additional program academic requirements.

ADMISSION ACADEMIC REQUIREMENTS

In addition to what is listed here, the following requirements apply to both courses taken at Tompkins Cortland and courses taken elsewhere:

A "C" or higher grade is required in all courses required by the nursing program.

All required science courses must have been taken within the last 5 years.

All required materials for admission must be submitted by the admission deadline.

Overall GPA must be 2.5 or above to be considered for admission.

OPTION I — FOR APPLICANTS WHO GRADUATED FROM HIGH SCHOOL WITHIN THE LAST 5 YEARS:

Final high school academic average of 80 or above.

High school coursework must include: NYS math courses in algebra, biology, and chemistry with Regent's scores of 80 percent or above in each course.

All other criteria being equal, preference is given to students who reside in Tompkins, Cortland, or Tioga counties.

OPTION II — FOR APPLICANTS WHO GRADUATED FROM HIGH SCHOOL MORE THAN 5 YEARS AGO, OR EARNED A GED (NOTE: OPTION 1 REQUIREMENTS DO NOT APPLY):

12 credits of course work at Tompkins Cortland or another regionally accredited college.

College coursework must include:

An algebra course, MATH 095 or higher, with a grade of C or better. The math requirement may be waived based on entrance assessments.

BIOL 101 and CHEM 101, both taken within the past five years, with a grade of C or better, or BIOL 104, taken within the last five years, with a grade of C or better. BIOL 101 and CHEM 101, or BIOL 104, are the required prerequisites for BIOL 131 and BIOL 132, Principles of Anatomy and Physiology I and II.

Based on assessment, a student may be required to take ENGL 100 prior to enrollment in the first semester of the nursing program.

Applicants with more college credits with a grade of C or above are ranked higher than those with fewer credits. When all other academic criteria are equal, preference is given to students who have completed course work at Tompkins Cortland.

All other criteria being equal, preference is given to students who reside in Tompkins, Cortland, or Tioga counties.

ACCREDITATION

The Tompkins Cortland nursing degree program is accredited by the:

Accreditation Commission for Education in Nursing (ACEN)

3390 Peachtree Road NE, Suite 1400

Atlanta, Georgia 30326

404.975.5000

www.acenursing.org

NY State Education Department

Office of the Professions

Division of Professional Licensing Services

Nurse Unit

89 Washington Ave

Albany, NY 12234-1000

518.474.3817

HESC code: 006788

NURSING COURSES AND INTERNET ACCESS

Since all nursing courses contain an online component, nursing students need to have the ability to access the internet on a daily basis.

FEES

There are additional fees associated with nursing, including online testing, uniforms, and equipment for clinical practice. For a complete list of fees, please contact the **department chair**.

HELPFUL NURSING LINKS

Explore this program

Program Requirements

Personal Statement

Nursing Admissions Application

First Semester Admissions

Evening Nursing Program Admissions

CNA Applicants

Practical Nurse Admissions

Transfer Admissions

Nursing Readmissions

STUDENT ACCOUNTS

Payment information varies depending on the semester (Fall, Spring, Summer, and Winter). You may pay your college charges with cash, check, VISA, Discover, or MasterCard. Other methods of payment, such as financial aid, are available.

ONLINE BILLING AND PAYMENT

Through your myINFO account you can:

Pay your bill.

Set up a payment plan.

Authorize someone else to pay your bill.

Sign up to receive your financial aid refund by direct deposit.

PAYING BY PHONE

Call 607.844.6580

DEFERRALS

You may defer payment of your bill if you have evidence at the time of registration that:

A third party will be paying your bill

You have been awarded a grant or scholarship

You have been awarded financial aid

*Financial aid deferrals are granted based upon actual or estimated awards. If you do not have an actual financial aid award by the first day of classes, late payment charges will be added.

THIRD-PARTY OUTSIDE PAYERS

In the case your bill will be paid by an employer, or a scholarship administered outside of the College, or by any other outside agency, formal documentation from the source of payment is necessary. Written documentation should specify what types of charges and amounts will be paid by the third party, where the bill should be sent and where, if required for payment, grades should be sent.

REFUND POLICY

If you drop a course or withdraw from the College, you will be charged non-refundable housing, meals, tuition and fees according to the following schedule for 15-week courses. Non-refundable tuition charges will be prorated on a similar schedule for courses less than 15 weeks.

Prior to the start of classes 0% Fee (Full refund of charges) – Prior to August 29, 2022

During the first week of classes 25% Fee (75% refund) - August 29 – September 6, 2022

During the second week of classes 50% Fee (50% refund) – September 7 – Sept. 12, 2022

During the third week of classes 75% Fee (25% refund) – September 13 – Sept. 19, 2022

After the third week of classes 100% Fee (No refund issued) – After September 19, 2022

IMPORTANT NOTICES

Failure to notify the College that you will not be attending once classes have started (even if you do not attend any classes) will result in you owing the College a percentage of the tuition and fees based on the above schedule.

Failure to officially withdraw or drop your classes can affect your academic record and your future financial aid eligibility.

REGISTRATION

OUR IN-PERSON OFFICE HOURS (ROOM 101)

Monday, Wednesday, and Friday 8 a.m. – 4 p.m.

Tuesday 8 a.m. – 6 p.m.

Thursday 9 a.m. – 4 p.m.

OUR VIRTUAL OFFICE HOURS

9 a.m. - 4 p.m. | Monday, Wednesday, Thursday & Friday

9 a.m. - 6 p.m. | Tuesday

Click to enter the Virtual Office: Enrollment Services

Call in phone number: 1 646 558 8656

Meeting ID: 81162759008

Passcode: 155459

Questions: admissions@tompkinscortland.edu

Services: Check the status of your admissions application and financial aid inquiries, as well as registration, housing, billing, and any other functions of the Enrollment Services Center.

Also check out our [Late Registration Info Sessions](#)

REGISTER ONLINE

You can [register online](#) if you meet certain criteria and are authorized by your advisor.

If you have questions or problems, review the [course search](#), [contact the Enrollment Services Center](#), or call **607.844.6580**.

PREREQUISITES

You must complete course prerequisites prior to the start of classes. At the time of advance registration you may preregister for the course as long as you are currently enrolled in the prerequisite. If you do not successfully complete the prerequisite for a course you are registered for in advance, you will be removed from the course. You must obtain instructor permission to register for any course you have not met the prerequisite for.

If you do not meet established basic skills guidelines you must take placement tests in appropriate areas before taking ENGL 101, Academic Writing, a MATH course or other courses that require extensive reading or writing. Before you register for a class requiring a prerequisite course, proof of successful completion of the prerequisite course must be submitted.

COURSE LOAD

Fall and Spring semesters: The average course load for a full-time matriculated student is 14-16 credit hours per semester. The minimum full-time load is 12 credit hours. The maximum load is 18 credit hours. Except where required by the academic program, students wishing to register for 19 or more credit hours must have the approval of the Office of the Provost.

Summer: Students may take up to four courses (12-16 credits) during the summer semester. Students may only take two courses (6-8 credits) per summer session. Exceptions to this policy must be approved by the Office of the Provost.

CROSS REGISTRATION

To provide more flexibility in the choice of courses toward the associate degree, the College has arranged a cross-registration program with SUNY Cortland. If you are a full-time matriculated student in good standing you may take one course at SUNY Cortland. There is no extra tuition charge involved. Courses taken at SUNY Cortland must be applicable to your degree program and not offered at Tompkins Cortland at any time. Students at Cortland may cross-register for one course at Tompkins Cortland as well.

Grades earned in such courses will not appear on the Tompkins Cortland transcript, nor will they count toward your GPA at Tompkins Cortland. You are responsible for having official transcripts sent to the College after you have completed the semester. Contact an enrollment services specialist at 607.844.6580 for registration information.

SCHEDULE CHANGES (ADD/DROP/WITHDRAW)

If you wish to change your schedule by adding, dropping, or withdrawing from a course, complete a change of schedule form and go to the Enrollment Services Center for processing. If you are a continuing student authorized by your advisor to register online, you may change your schedule using myTC3 prior to the start of classes. The College offers courses in a variety of academic sessions with different start and end dates. Refer to the Academic Calendar for dates.

ADDING COURSES

Generally, once a course has started, instructor permission is required in addition to an advisor's approval to enroll in that course during the "add" period specified for each academic session. To enroll in a course once the "add" deadline has passed, you are required to obtain the Dean of Instruction's signature in addition to your advisor and instructor's signatures.

DROPPING/WITHDRAWING COURSES

You may drop courses with your advisor's approval through the end of the "drop" period specified for each academic session. After the "drop" deadline has passed, a grade of "W" will be assigned until the withdrawal deadline. Remember that dropping or withdrawing from courses can affect your financial aid and your academic status. Make an appointment with a financial aid counselor to discuss the potential effect on your current financial aid award.

REFUND POLICY

Fall/Spring Only; based on a 15-week schedule

If you drop a course or withdraw from the College, you will be charged non-refundable tuition, fees, housing and meals according to the following schedule for 15-week courses. Non-refundable charges will be prorated on a similar schedule for courses less than 15 weeks. Payments in excess of final liability will be refunded to the student. Non-payment of tuition and fees does not constitute an automatic withdrawal.

Prior to the start of classes: 0%

During the first week of classes: 25%

During the second week of classes: 50%

During the third week of classes: 75%

After the third week of classes: 100%

COURSE CANCELLATION

The College reserves the right to cancel any courses because of insufficient enrollment, instructor availability, or other circumstances. To find out if any course has been canceled, check myTC3. If your course is canceled, you will receive a full refund unless you sign up for another course. Contact the Enrollment Services Center or use myTC3 to select another course.

AUDITING

Auditing a course means that you attend class but do not take exams or receive credit. You may register to audit any credit course using the same registration procedures. Regular tuition and fees are charged for audit status. People age 60 and over may audit credit courses tuition free (fees may apply) if there is space available after the regular registration period.

Audit status must be declared at the time of registration and you must pay regular tuition for the courses. The notation of "X" will be made on your academic record for an audited course. A change from audit to credit status must be made within the add/drop period – within three weeks of the start of regular 15-week courses.

Lifetime Alumni Association: If you are a lifetime member of the Tompkins Cortland Community College Alumni Association you may audit, tuition free, one course per year. You will be responsible to pay the fees. The course must have space available after regular registration. Call the Office of Alumni/ Development, 607.844.8222, Ext. 4369 for information.

Senior Citizen Auditors: If you are age 60 or older, you may audit, tuition free (fees may apply), any credit course that has space available the last day before classes begin. Call the Enrollment Services Center, 607.844.6580 for information on how to register.

LEAVE OF ABSENCE

Maintaining Matriculation: Missing the next consecutive Fall or Spring semester will not require you to reapply for readmission. However, an absence of two or more semesters will require an application for readmission and cause you to be subject to new degree requirements.

Leave of Absence Policy: If you need a documented leave of absence you must petition the Associate Dean for Curriculum and Academic Records. A leave of absence may be granted only in extenuating circumstances, such as illness or other unusual personal hardship and requires detailed documentation. A leave of absence may not exceed two consecutive semesters (not including the semester in which the leave is granted or summers). If you are granted a leave of absence before the end of a semester, you will receive a grade of W, WP, or WF according to the current withdrawal policy.

PERMISSION TO ATTEND ANOTHER INSTITUTION

If you wish to take a course at another institution approval from the Dean of Instruction prior to enrolling in the course. Receiving prior permission to attend the other institution guarantees that the course will be accepted at Tompkins Cortland if the student receives a C (2.0) or better grade in the course. In order to be eligible, a student must be matriculated, have a cumulative GPA of at least a 2.0, and be in good academic standing. Only course work that applies towards the student's degree program at Tompkins Cortland will be approved. Contact the Academic Records Office for further information.

ACADEMIC CALENDAR

Tompkins Cortland offers academic sessions in fall, winter, spring, and summer each year. In fall, spring, and summer, varying start dates and session lengths, as well as evening courses, allow students to tailor schedules to fit their lives. Winter courses happen all online for a set length of four weeks. In addition to important session dates, the Academic Calendar also lists official College breaks and significant ceremonies.

FALL 2023

Faculty Return	August 21 (M)
Classes Begin	August 28 (M)
Labor Day - College Holiday	September 4 (M)
Early Student Progress Reports Due NOON,	September 25 (M)
Fall Day (College Retreat) – No Day or Evening Classes	October 10 (T)
Spring Registration Begins	November 13 (M)
Prospective Student Open House	November 17-18 (F-Sa)
Thanksgiving- No Day or Evening Classes	November 22-25 (W-Sa)
Graduate Recognition Ceremony	December 8 (F)
*Final Exam Week	December 11-15 (M - F)
Semester Ends	December 15 (F)
Grades Due NOON,	December 18 (M)

15-week classes

August 28 – December 15

Last day to add	September 11 (M)
Last day to drop	September 18 (M)
Last day to withdraw	November 30 (R)

Ten Week classes

August 28 – November 7

Last day to add	September 6 (W)
Last day to drop	September 11 (M)
Last day to withdraw	October 27 (F)

First 5-week classes

Last day to add

Last day to drop

Last day to withdraw

August 28 – October 2

August 31 (R)

September 5 (T)

September 26 (T)

Second 5-week classes

Last day to add

Last day to drop

Last day to withdraw

October 3– November 7

October 6 (F)

October 11 (W)

November 1 (W)

Third 5-week classes

Last day to add

Last day to drop

Last day to withdraw

November 8 – December 15

November 13 (M)

November 15 (W)

December 11 (M)

First 7 ½-week classes

Last day to add

Last day to drop

Last day to withdraw

August 28– October 22

September 5 (T)

September 8 (F)

October 12 (R)

Second 7 ½-week classes

Last day to add

Last day to drop

Last day to withdraw

October 23 – December 15

October 27 (F)

November 1 (W)

December 7 (R)

Delayed Start classes

Last day to add.

Last day to drop.

Last day to withdraw

September 19 – December 15

September 28 (R)

October 4 (W)

December 4 (M)

Late Start classes**October 3 – December 15**

Last day to add

October 12 (R)

Last day to drop

October 17 (T)

Last day to withdraw

December 5 (T)

** All classes must meet during their scheduled final exam time.*

WINTER 2024

Classes Begin	December 20 (W)
Campus Holiday Break begins	December 23 (Sa)
Please note: Winter session classes remain in session while the campus is closed.	
Campus Reopens	January 2 (T)
Martin Luther King Day - College Holiday	January 15 (M)
Winter Session Ends	January 19 (F)
Final Grades Due	January 22 (M)
Last day to add	December 22 (F)
Last day to drop	January 2 (T)
Last day to withdraw	January 12 (F)

SPRING 2024

Martin Luther King Day - College Holiday	January 15 (M)
Faculty Return	January 16 (T)
Classes Begin	January 22 (M)
Early Student Progress Reports Due NOON,	February 16 (F)
Mid-Winter Break - No Day or Evening Classes	February 19-21 (M-W)
Mid-Winter Day (All College Retreat)	February 21 (W)
Spring Break - No Day or Evening Classes	March 25 – March 30 (M-Sa)
Spring Day - College Holiday	March 29 (F)
Fall Registration Begins	April 15 (M)
Prospective Student Open House	April 19-20 (F-Sa)
April Break – No Day or Evening Classes	April 25-26 (R-F)
*Final Exam Week	May 13-17 (M-F)
Semester Ends	May 17 (F)
Grades Due NOON,	May 20 (M)
Nursing Recognition Ceremony	May 21 (T)
Commencement	May 21 (T)

15-week classes

January 22 – May 17

Last day to add	February 2 (F)
Last day to drop	February 9 (F)
Last day to withdraw	May 1 (W)

Ten Week classes

January 22 – April 10

Last day to add	January 30 (T)
Last day to drop	February 2 (F)
Last day to withdraw	April 1 (M)

First 5-week classes

Last day to add

Last day to drop

Last day to withdraw

January 22 – February 28

January 25 (R)

January 30 (T)

February 22 (R)

Second 5-week classes

Last day to add

Last day to drop

Last day to withdraw

February 29 - April 10

March 5 (T)

March 8 (F)

April 4 (R)

Third 5-week classes

Last day to add

Last day to drop

Last day to withdraw

April 11 – May 17

April 16 (T)

April 19 (F)

May 13 (M)

First 7 ½-week classes

Last day to add

Last day to drop

Last day to withdraw

January 22 – March 15

January 26 (F)

January 31 (W)

March 8 (F)

Second 7 ½-week classes

Last day to add

Last day to drop

Last day to withdraw

March 18 – May 17

March 22 (F)

April 2 (T)

May 9 (R)

Delayed Start classes (12-week)

Last day to add

Last day to drop

Last day to withdraw

February 12 – May 17

February 23 (F)

March 1 (F)

May 6 (M)

Late Start classes

Last day to add

Last day to drop

Last day to withdraw

February 29– May 17

March 8 (F)

March 13 (W)

May 8 (W)

** All classes must meet during their scheduled final exam time.*

SUMMER 2024

Memorial Day - College Holiday	May 27 (M)
Classes Begin	May 29 (W)
College Holiday – Juneteenth	June 19 (W)
College Holiday – Independence Day	July 4-5 (R-F)
Summer Term Ends	August 9 (F)

First Five Week Session

May 29 – July 3

Last day to add	June 3 (M)
Last day to drop	June 6 (R)
Last day to withdraw	June 27 (R)

Second Five Week Session

July 8 – August 9

Last day to add	July 11 (R)
Last day to drop	July 16 (T)
Last day to withdraw	August 5 (M)

Eight Week Session

May 29 – July 26

Last day to add	June 4 (T)
Last day to drop	June 7 (F)
Last day to withdraw	July 18 (R)

Ten Week Session

May 29 – August 9

Last day to add	June 6 (R)
Last day to drop	June 11 (T)
Last day to withdraw	July 30 (T)

Delayed Start Session

June 24 – August 9

Last day to add

June 28 (F)

Last day to drop

July 3 (W)

Last day to withdraw

August 2 (F)

KEY

Monday (M)

Tuesday (T)

Wednesday (W)

Thursday (R)

Friday (F)

Saturday (A)

Helpful Calendar Links:

2023-24 Fall and Spring Academic Calendar - calendar view (pdf)

2023-24 Winter and Summer Academic Calendar - calendar view (pdf)

CAMPUS POLICIES

ALCOHOL POLICY

The consumption of alcoholic beverages will be permitted under the New York State Alcoholic Beverage Control Law (1985), section 65. The following acts are illegal and will not be permitted: the sale of alcoholic beverages to persons under 21 years of age; the consumption of, or possession of, alcoholic beverages by persons under 21 years of age; persons presenting false identification and/or proof of age in order to procure alcoholic beverage(s); persons knowingly causing the intoxication of anyone under the age of 21.

The consumption of, or possession of, alcoholic beverages are not allowed in the residence halls.

Copies of the policy and regulations are available in the Campus Police office.

MAINTENANCE OF ORDER ON CAMPUS

While you are a student at Tompkins Cortland Community College, your behavior is largely left to your own discretion and common sense. In general, we ask you to respect the College property and the rights of others.

However, you should remember that you are, in addition to being a member of an educational community, a member of a rural community. Your conduct reflects on the College. All students are expected to abide by the code of conduct and all local, state, and federal laws.

CAMPUS RULES

No student, faculty member, employee, visitor, licensee, guest, or trespasser shall be permitted to vandalize, pilfer, or in any way destroy school property, immobilize or otherwise interfere with the academic process or functions of the College, use force or the threat of force on the College campus or on any other College property, or endanger another's physical or mental health or force the consumption of alcohol or drugs for the purpose of initiation or affiliation with any organization.

PENALTIES FOR VIOLATION

In the event any of the above shall occur, the perpetrator shall be removed from campus and penalties may be invoked, including but not limited to the following:

Vandalize, pilfer, or destroy school property: Complete restitution and/or complaint to civil authorities.

Immobilization or interference with the academic process or functions of the college such as creating a nuisance, loitering, or unauthorized assembly: Complete restitution, suspension, expulsion, termination of employment and/or complaint to civil authorities.

Trespassing or unauthorized vending, soliciting, or selling: Complaint to civil authorities.

Any action or situation that recklessly or intentionally endangers mental or physical health or involves the forced consumption of alcohol or drugs for the purpose of initiation into or affiliation with any organization: Suspension, expulsion, termination of employment, and/or complaint to the civil authorities, and, in the case of any organization which authorizes such conduct, rescission of permission for that organization to operate on College property.

ENFORCEMENT

Enforcement related to actions by students shall be by the procedures outlined in the College's Non-academic Code of Conduct. Enforcement related to actions of other persons shall be by the president of the college or designee who shall inform anyone accused, in writing, of the charge against them and the penalty assessed.

APPEAL

Appeal by students, faculty or staff of any decision hereunder shall be by appropriate College grievance procedures.

BYLAWS

These regulations shall be part of the bylaws of all organizations operating on the campus and shall be reviewed annually by members of all such organizations.

The above regulations shall be subject to amendment by the board of trustees in accordance with Article 129A of the Education Law.

CRIME STATISTICS AVAILABILITY STATEMENT

A copy of Tompkins Cortland Community College's **campus crime statistics**, as reported annually to the U.S. Department of Education, will be provided upon request by the Campus Police. Please direct all such requests to the Campus Police at 607.844.8222, Ext. 6511.

SEXUAL DISCRIMINATION AND SEXUAL VIOLENCE POLICY/TITLE IX

Title IX reads, "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance."

BRIEF STATEMENT ON SEXUAL HARASSMENT AND DISCRIMINATION

Tompkins Cortland Community College is committed to maintaining an educational and work environment that is free of any sexual discrimination or harassment and to fostering positive business and personal conduct so that everyone, including students, employees, and visitors, is treated with respect and dignity in a non-discriminatory environment. The College has detailed information about **Title IX in the Human Resources section**.

CAMPUS SEX CRIMES PREVENTION ACT INFORMATION

The Federal Campus Sex Crimes Prevention Act, enacted on October 28, 2000, went into effect October 28, 2002. The law requires institutions of higher education to issue a statement advising the campus community where the law enforcement agency information provided by a state concerning registered sexual offenders may be obtained. It also requires sex offenders already required to register in a state to provide notice, as required by state law, of each institution of higher education in that state at which the person is employed, carries on a vacation, or is a student. Sex offender registration information for any student or employee of the college may be obtained by calling the Department of Criminal Justice Service at 1.800.262.3257, or you can access the **New York State Sex Offender Registry**.

WEAPONS ON CAMPUS

Firearms and dangerous weapons of any type are not permitted on campus, including residence halls. Intentional use, possession, or sale of firearms or other dangerous weapons by anyone is strictly forbidden, and is a violation of state and federal law, as well as, a violation of the Code for Student Conduct. The College president or designee may authorize in writing the possession of a weapon on campus for special or educational purposes.

Violators are subject to College discipline, as well as criminal sanctions. In addition to firearms, weapons that are prohibited include, but are not limited to: knives, chukka sticks, pellet guns, firearms, and/or fireworks or other explosives. College property includes, but is not limited to: all parking lots, grounds, and buildings of the campus in Dryden and all extension centers.

SOLICITATION

Individuals, student organizations, and private enterprises are not permitted to sell, promote, or peddle on the campus without prior approval and sponsorship. All advertising, marketing, or merchandising of credit cards is prohibited.

HOVERBOARDS

All hoverboards are banned from the Tompkins Cortland campus including Residence Life property and extension centers. This is for health and safety issues as well as fire safety.

VIOLENT FELONY OFFENSES/ MISSING STUDENT POLICY

The College's Campus Police will respond immediately to and investigate all reported cases of violent felonies or missing person reports. In addition to our investigation, other local police agencies will be notified immediately and requested to assist in the incident. The Tompkins Cortland Campus Police have mutual aid agreements in place to ensure the continuing cooperation between all local law enforcement agencies.

COUNSELING SERVICES

Counseling services are available to help students who are experiencing, or who have experienced a crisis, are encouraged to speak to a counselor. If you have experienced a bias-related situation and want help considering your options, that is also appropriate for counseling.

HELPFUL LINKS

Campus Policies

Public Crime and Fire Log/Crime Alerts

Emergency Readiness and Response Guide (pdf)

Campus Safety Advisory Committee

Other Agencies

Parking and Traffic

Services

Staff

Report an Incident

Weather Emergencies

ACADEMIC REGULATIONS

TRANSFER CREDIT POLICY

Transfer courses are evaluated individually. Credits for all courses passed with a letter grade of C or higher at regionally accredited institutions and recorded on official transcripts will be evaluated and may be accepted for applicability to specific Tompkins Cortland degree or certificate requirements. College-level courses completed outside the United States and recorded on official transcripts will be evaluated for transfer credit, provided that the institution where the courses were taken is accredited by the Ministry of Education in that country.

Grades and credits earned at another institution are not calculated into a student's grade point average at Tompkins Cortland.

OFFICIAL TRANSCRIPTS

Official transcripts bear the College seal and must be received by the addressee in a sealed envelope. You may request that an official copy of your permanent academic record be sent directly to the college or agency designated.

All requests for transcripts must be made in writing as required by law, through the College's website, by letter, or on the form provided by an enrollment services specialist. Anyone who has not paid his or her financial obligations to the college will not receive transcripts from Tompkins Cortland Community College.

Because of the large volume of transcripts, the College requires at least two business days to send out transcripts requested online. Written requests may take 4-5 business days to process.

CHANGE OF PROGRAM

You may change your curriculum if you find that your abilities and interests are better suited to another program of study. Such a change should be discussed with your academic advisor or a counselor.

A change of program form must be filed in the office of student success and advisement services, at which point you will be assigned a new advisor. Students who change their curriculum will be bound by the current graduation requirements at the time of the program change.

WAIVERS AND SUBSTITUTIONS

Under special circumstances, program requirements may be waived or other courses substituted for a requirement by completing a waiver request form available in the enrollment services center. New York State Department regulations, such as the minimum number of credits required for graduation and the required number of Liberal Arts and Science credits, may not be waived.

Examples of when a requirement may be waived include: when a course scheduling problem has made it impossible for you to meet a graduation requirement or when you need to meet a specific requirement of a four-year college to which you intend to transfer.

The waiver form should normally be approved before you enroll in a substitute course. The approval process is initiated by your academic advisor, reviewed by the appropriate department chairperson, and finally acted upon by the Provost and Vice President of Academic Affairs. It should be noted that waivers are never automatic.

Waiver of any particular course does not reduce the credit requirements for graduation. Any student requesting a substitution (waiver) for a course that has a minimum grade of C or C- must meet this requirement for the course being substituted.

CREDIT/CONTACT HOURS

Following State University of New York (SUNY) regulations, Tompkins Cortland has adopted the following definitions and practices regarding credit and required contact hours.

A semester credit hour is normally granted for satisfactory completion of one 50-minute session of classroom instruction per week for a semester of not less than fifteen weeks. This basic measure may be adjusted proportionately to reflect modified academic calendars and formats of study. Semester credit hours are granted for various types of instruction as follows:

I. LECTURE, SEMINAR, QUIZ, DISCUSSION, RECITATION

A semester credit hour is an academic unit earned for fifteen 50-minute sessions of classroom instruction with a normal expectation of two hours of outside study for each class session. Typically, a three-semester credit hour course meets three 50-minute sessions per week for fifteen weeks for a total of 45 sessions.

II. ACTIVITY SUPERVISED AS A GROUP (LABORATORY, FIELD TRIP, PRACTICUM, WORKSHOP, GROUP STUDIO)

A semester credit hour is awarded for the equivalent of fifteen periods of such activity, where each activity period is 150 minutes or more in duration with little or no outside preparation expected. Forty-five 50-minute sessions of such activity would also normally earn one semester credit hour. Where such activity involves substantial outside preparation by the student, the equivalent of fifteen periods of 100 minutes duration each will earn one semester credit hour.

III. SUPERVISED INDIVIDUAL ACTIVITY (INDEPENDENT STUDY, INDIVIDUAL STUDIO, TUTORIAL)

a) One credit for independent study (defined as study given initial guidance, criticism, review and final evaluation of student performance by a faculty member) will be awarded for the equivalent of forty-five 50-minute sessions of student academic activity.

b) Credit for tutorial study (defined as study which is given initial faculty guidance followed by repeated, regularly scheduled individual student conferences with a faculty member, and periodic as well as final evaluation of student performance) will be awarded on the basis of one semester hour credit for each equivalent of fifteen contact hours of regularly scheduled instructional sessions."

Credit/Contact Hour Source: SUNY Policy

Document Number: 1305

Effective Date: June 30, 1976

DIRECTED STUDY COURSE SECTION

Directed Study is an independent study instructional format for a section of a regular course required for a student's program of study that is not available in a particular semester. The material covered in such courses is the same as what is covered in the traditional course. The directed study option is used only in unusual circumstances and is not an alternative to inadequate planning or inconvenient timing. It is expected that only instructors who normally teach the course will be responsible for a directed study course. Regular tuition and fees will be charged for each directed study credit. Approval of the Provost is required.

INDEPENDENT STUDY COURSES

Independent Study is intended to expand a student's learning experience beyond the normal program curriculum. It provides the student with an opportunity to pursue/ research a subject in more depth, and in a more independent manner than would be possible in a traditional course. A supervising Tompkins Cortland faculty member and the student cooperatively design a written contract equivalent to college-level study within a specific discipline. Each hour of credit should reflect a minimum of 45 hours of work. Approval of the Provost is required.

GRADUATION

A student must be matriculated into a degree program and file an application for degree in order to graduate. The application form, available through myINFO, must be submitted by the deadline dates. Records will be reviewed and the student will be notified by the Academic Records Office regarding degree status. A student who applies for a degree but who does not meet all of the requirements must reapply during the semester prior to when they will meet the requirements. In order for applications to be accepted, the student must be matriculated in a degree program.

GRADUATION REQUIREMENTS

All students who are degree candidates must meet these general requirements for graduation.

Satisfactory completion of all courses prescribed in the curriculum to which the student has been accepted/matriculated.

A minimum of 15 academic credits in residency successfully completed at Tompkins Cortland Community College. (These credits must be exclusive of experiential learning or proficiency credits.)

A cumulative grade point average of 2.0 or higher.

Up to three fitness credits may be applied toward unrestricted elective requirements in any degree program.

Students must submit a final high school transcript documenting graduation or a high school equivalency diploma (GED) prior to receiving their degree.

Settlement of all financial or other obligations to the College.

GRADUATION WITH HONORS

To qualify for honors recognition at graduation, the student must have completed at least 30 hours at Tompkins Cortland Community College. Honors will be awarded when students meet the following requirements:

Honor	GPA = 3.20 - 3.49
High Honor	GPA = 3.50 - 3.79
Highest Honor	GPA = 3.80 - 4.00

MULTIPLE DEGREES

Consistent with the policy of the NYS Department of Education, you can earn more than one degree or certificate at Tompkins Cortland Community College, with some conditions.

All required courses must be successfully completed for each degree or certificate program.

A minimum of 15 academic credits beyond those required for the first degree must be completed at Tompkins Cortland Community College. Any courses applied to previously earned degrees cannot be counted as part of these additional 15 credits.

If the degrees are to be awarded simultaneously, the student should submit a separate application for graduation for each degree and the \$20 fee.

If the degrees are not to be awarded simultaneously and enrollment is uninterrupted, the student should submit an application for graduation for the first degree. Then, at the beginning of the next semester after the degree has been awarded, a program change form must be filed with the Office of Student Success and Advisement Services changing from the first degree program to the second degree program. A second application for graduation must also be submitted. There is an additional matriculation fee of \$20.

If the degrees are not to be awarded simultaneously and enrollment is interrupted, then the student should reapply for admission to the college and indicate the second degree program on the application form. A second application for graduation must also be filed along with the \$20 fee.

NOTE

Multiple degrees will only be awarded for individual degree programs. A student may not receive an additional degree in a degree's concentration, sequence, or option.

RELIGIOUS HOLIDAYS

New York State Education Law section 224-A mandates that the college, like all educational institutions, ensures students the opportunity to observe religious holidays without penalty. Students are required to notify faculty of their impending absence at least one class session in advance so arrangements can be made for making up assignments.

GUIDELINES FOR RESEARCH INVOLVING HUMAN SUBJECTS

The College guidelines for research involving human subjects recognize that the primary responsibility for protecting the rights and welfare of human subjects rests with each individual who initiates, directs, or engages in research. Research shall be defined to include any surveying, questioning, testing, or other involvement of another person to obtain information for use by a student, faculty or staff person, or any external person.

All projects proposing to recruit student participants must make clear the voluntary nature of their participation. Under the SUNY Board of Trustees policy, students may not be required, as a course requirement, to participate as subjects in any research project or in the pilot-testing of any research instruments. The full written policy is available in the president's office. Students wishing to conduct surveys or other research must obtain approval from appropriate college staff. More information is available through the [Office of Institutional Research](#).

ALCOHOL POLICY: CURRICULUM EXEMPTION

A person under 21 who is a student in a curriculum licensed or registered by the State Education Department may taste or imbibe alcoholic beverages in courses that are a part of the required curriculum, provided such alcoholic beverages are used only for instructional purposes during classes conducted according to course/curriculum outlines.

GRADING POLICIES

At the beginning of each College course, the instructor will inform students of the criteria to be used in determining the final grade. Students who enter the course late should be sure that they know these criteria. For academic credit courses, the instructor's assessment of each student's achievement will be in accordance with the grading system.

GRADING DEFINITIONS

Grading Definitions	Grade	Quality Points per academic credit hour*
High Achievement	A	4.0
	A-	3.7
Good Achievement	B+	3.3
	B	3.0
	B-	2.7
	C+	2.3
Satisfactory Achievement	C	2.0
Below Satisfactory Achievement	C-	1.7
	D+	1.3
	D	1.0
	D-	0.7
Failing	F	0.0
Other Grade Notations		
Withdrawal	W	-----
Withdrawal Passing	WP	-----
Withdrawal Failing	WF	0.0
Incomplete	I or •	-----
In Progress	IP	-----
Audit	X	-----
Pass	P	-----
Administrative Withdrawal	AW	-----

SUNY GenEd	SUNY	-----
Transfer Credit	TR	-----
Immunization Withdrawn	MW	-----
* GPA credits are assessed for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), MW (Immunization Withdrawal), W (Withdrawal), and WP (Withdrawal Passing), SUNY (SUNY GenEd), and TR (Transfer Credit).		

GRADE NOTATIONS

W - WITHDRAWAL:

The W will be given to students who have officially withdrawn from a class after the third week and up to the end of the ninth week of classes.

WP/WF - WITHDRAWAL PASSING/WITHDRAWAL FAILING:

The WP notation will be given for any course dropped after the ninth week of classes and up to the end of the 14th week of classes, if the student is passing the course at the time of withdrawal. Otherwise, the student will receive a WF, which factors into the GPA.

Note: The W, WP, and WF deadlines apply to regular 15-week courses. Courses running for shorter periods of time will have different W, WP, and WF deadline dates. Check the semester calendar for details.

X - AUDIT:

Students must declare their preference for audit at the time of registration.

I OR • - INCOMPLETE:

An incomplete may be issued upon the student's request at the discretion of the instructor in situations in which a student has not completed the course requirements for medical or personal reasons documented to the instructor's satisfaction. The student and the instructor must jointly notify academic records of the request and approval via the incomplete request form available from the academic records office. If the student fails to complete the requirements before the end of the fourth week of the semester following the semester in which the Incomplete was assigned, the grade will be changed automatically to an F. For self-paced courses, students must re-register for the course if requirements are not completed by the end of the fourth week of the semester following the semester in which the incomplete grade was assigned.

IP - IN PROGRESS:

The IP grade is designed to allow a student to reregister for a course in the next sequential semester or session, if the student has made significant progress in the course in the previous semester, but not progress sufficient to demonstrate mastery of the subject matter. Rather than have the student repeat the entire course, the student who receives the IP grade can pick up those learning objectives necessary to complete the course in the next sequential semester or session. Only courses with an approved continuance procedure can utilize the IP grade. Such a procedure spells out the process

by which students continue their progress in the next semester or session. The procedure must be approved by the academic standards committee and the dean of instruction. No instructor will be required to accept IP students whose IP grades were assigned by another instructor. An IP grade will change to an F if a student has not re-registered for and achieved success in the course during the next sequential full semester.

AW - ADMINISTRATIVE WITHDRAWAL:

Instructors are required to administratively withdraw students who have ceased to attend or participate in classes prior to the end of the withdrawal period. A grade notation of "AW" will be made on the permanent academic record. The AW grade is not calculated into the student's GPA, but would affect the earned/attempted ratio in determining academic and financial aid status.

F - FAILING:

This grade will be given to students who have failed to complete course requirements. F is a failing grade and factors into the GPA.

MW - IMMUNIZATION WITHDRAWAL:

Students who do not submit their immunization records will be withdrawn from their courses. The MW grade is not calculated into the student's GPA.

PASS/FAIL:

Students may apply up to six credit hours of coursework toward a degree program on a pass/fail basis. A pass grade will be assigned only if the student earns a minimum grade of C in the course. A written request to take a course pass/fail must be approved by the instructor and the program coordinator, and filed with the academic records office by the end of the drop period. Credits earned with a grade of P for courses taken on a pass/fail basis are not used in calculating the grade point average.

SUNY:

This grade is given for coursework accepted by Tompkins Cortland that meets the SUNY General Education (Gen. Ed.) requirements where the grade is a passing grade below a C (2.0). This coursework does not factor in a student's GPA or count toward degree requirements.

TR - TRANSFER CREDIT:

This grade is given to coursework accepted by Tompkins Cortland from another college and does not factor into the GPA.

GRADE CHALLENGE

To start the process of challenging a course grade, [submit a Grade Challenge Request](#).

EARLY STUDENT PROGRESS REPORTS

Early Student Progress Reports are posted by the instructor in each 15-week course to provide the student an approximate assessment of early course achievement. The performance indicators are posted in the grades section of myTC3/myINFO by the end of the fourth full week of classes. This information does not appear on a student's transcript and is not calculated into a student's GPA. Students who receive S- or U grades are encouraged to consult with their instructors and advisors as soon as possible. The instructor's approximate assessment of each student's achievement will be in accordance with the following grade notations:

Performance Indicators	Grades
Satisfactory Performance & Achievement	S
Less than Satisfactory Performance & Achievement	S-
Unsatisfactory Performance & Achievement and/or Failing (This includes performance below a C level in classes where a C or higher is required – e.g., ENGL100, MATH090)	U

REPEATING COURSES

A course may be repeated, but credit will be granted only for the most recent grade. The most current grade will be used to compute the grade point average (GPA). All grades earned in repeated courses will be included on the student's permanent record.

WITHDRAWAL FROM THE COLLEGE

To withdraw from the College, a student must contact the Enrollment Services Center. Filling out the withdrawal form means your intention is to withdraw from every course for that semester. The regulation for assigning grades of W (withdrawal), WP (withdrawal passing), or WF (withdrawal/failing) are noted under Grade Notations, previous page.

GRADE POINT AVERAGE

The grade point average (GPA) is computed by:

Multiplying the quality points for the letter grade earned by the number of GPA credits for the course.

Adding the quality points earned in all courses taken.

Dividing the sum of quality points by the total number of GPA credits.

Grades for equivalent credit courses and the grade notations of AW, W, WP, I, IP, P, SUNY, TR, MW, NC, and X are not used to calculate the GPA.

In computing grade point averages only credit courses taken at Tompkins Cortland are included.

SAMPLE GRADE POINT AVERAGE CALCULATION

Example of GPA (Grade Point Average) calculation, with a failing grade (F) and a pass (P) included to demonstrate how they are calculated:

Course	Credits	Total GPA Credits	Grade	Quality Points	Total Quality Points
ACCT 101	4	4	A	4.0	16.0
BIOL 104	4	4	C-	1.7	6.8

SOCI 101	3	3	B+	3.3	9.9
MATH 102	3	3	F	0.0	0.0
FITN 108	1	--	P	--	--
PSYC 101	3	3	C+	2.3	6.9
Totals		17			39.6

Total Quality Points/Total GPA Credits = GPA

39.6/17 = 2.329 GPA

ACADEMIC STANDARDS

MAINTENANCE OF ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice. Continuance in college thus implies a dual responsibility on the part of the institution and the student. Through its instructional program, supplemented by academic advising and other available support, the College provides students the opportunity to maintain a satisfactory level of achievement. However, unless the student maintains minimum scholastic requirements, the College will intervene with actions deemed appropriate in the best interest of the College and the student.

MINIMUM STANDARDS OF ACADEMIC PERFORMANCE

The requirements stated below represent the minimum academic performance expected at Tompkins Cortland Community College. Students' academic progress will be evaluated with respect to both GPA and Earned/Attempted Ratio Standards at the end of each Fall and Spring semester in order to determine their current academic standing.

Effective Fall 2019

GPA Credits	Minimum Grade Point Average (GPA)
12 - 20	1.6
21 - 29	1.8
30 or more	2.0

GPA credits are assigned for college-level courses with course numbers of 100 or higher for which students have been assigned letter grades excluding P (Pass), AW (Administrative Withdrawal), W (Withdrawal), WP (Withdraw Passing), MW (Immunization Withdrawal), PTA (Permission to Attend), SUNY (SUNY Gen. Ed.), and TR (Transfer Credit).

EARNED/ATTEMPTED RATIO STANDARDS

Attempted Credits	Earned Credits
0-11	0 credits
12 or more	50%

In calculating the ratio of earned to attempted credits, all courses will be included. Unlike the GPA standard, the earned/attempted ratio also includes developmental courses (those with numbers below 100, such as ENGL098 and MATH095). Also, in calculating the ratio of earned/attempted credits, the following will be included: P (Pass), AW (Administrative Withdrawal), MW (Immunization Withdrawal), W (Withdrawal), and WP (Withdraw Passing).

ACADEMIC WARNING

Students who fail to earn a 2.0 GPA in the most recent semester but who have a cumulative record that meets minimum academic standards will be issued an Academic Warning and strongly advised to consult with their academic advisor and develop a plan to avoid more severe academic consequences. Academic Warning is not noted on the student's transcript.

ACADEMIC PROBATION

Students who fail to achieve minimum academic standards will be placed on academic probation for the next semester in which they are enrolled. Students on Academic Probation must complete several steps prior to the beginning of the next semester of enrollment including completion of an online student success survey and working with an advisor to develop a plan to be more successful. The notation "Probation" will be placed on the student's transcript.

It is the student's responsibility to ensure that the required steps are completed before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

REPEAT ACADEMIC PROBATION

Students whose overall GPA and/or earned/attempted ratio is still below the minimum standard but who have shown "significant progress" by earning at least a 2.0 GPA and successfully completing at least 50 percent of attempted credits in their current semester, will be granted another semester on probation. All courses will be considered in the calculations, whether college-level or developmental. The notation "Repeat Probation" will be placed on the student's transcript. The student must again complete several required steps with a student success advisor before the first day of classes in the subsequent semester; failure to do so will result in removal from all courses.

ACADEMIC SUSPENSION

Students who fail to meet minimum academic standards for two consecutive semesters and who do not meet the requirements for Repeat Probation will be suspended for the period of one semester, including any intervening summer and winter sessions. If already registered for courses in the following semester, they will be de-registered. The notation "Suspension" will be placed on the student's transcript.

Students who are academically suspended for a second or subsequent time will be suspended for a full academic year including summer and winter sessions. The notation "Repeat Suspension" will be placed on the student's transcript.

COMMITTEE ON ACADEMIC STATUS

Students who have been academically suspended may request from the Committee on Academic Status permission to enroll while suspended. Procedures and requirements for the request can be obtained from the Office of the Provost. Students are strongly encouraged to appear in person before the committee to present their request, but are not required to do so. If the request is approved, the student will be allowed to enroll pursuant to the conditions determined by the Committee. The decision of the committee is final. Failure to comply with the enrollment conditions may cause the student to be removed from classes and permission to attend revoked.

Students on Repeat Suspension may file a request to enroll only for the second semester of the suspension period.

REINSTATEMENT AFTER FIRST ACADEMIC SUSPENSION

During the first semester of enrollment following suspension must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

REINSTATEMENT AFTER REPEAT SUSPENSION

Students who have been placed on Repeat Suspension will be suspended for a full academic year including summer and winter sessions. To return to the College, students must reapply for admission.

During the first semester of enrollment following Repeat Suspension, students must meet with a Student Success Advisor, develop and file a Student Success Assessment and register for classes no later than the day before classes begin for the semester.

RECALCULATION POLICY

The Recalculation Policy provides students with a one-time opportunity to discount coursework from their cumulative grade point average or their earned/attempted ratio. Its purpose is to help students meet the 2.0 GPA requirements for graduation.

ELIGIBILITY

To be eligible for a recalculation, students must meet ALL of the following criteria:

Student has not previously been granted a recalculation, GPA recalculation, or internal transfer. Student's cumulative GPA or earned/attempted ratio has been below the minimum standard for the two most recent semesters.

Student has changed his/her academic program. Only grades for courses that are not required in the new (current) program will be discounted. Grades of F and WF will automatically be discounted; grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP must be requested for discount.

PROCEDURE TO DISCOUNT

Each student must complete a recalculation petition. Grades of D-, D, and D+ or grade notations of W, WP, AW, MW, and WP requested for discount, must be specified on the petition.

The student must submit and discuss the petition with staff in the Student Success and Advisement Services office. Signature of the petition by Student Success and Advisement Services, attests that the student and course work are eligible for discount. Final review and a decision are made by the Dean of Instruction. Recalculation petitions will be processed on an ongoing basis.

Upon approval, the Academic Records Office will discount the grades for the approved course work from the student's academic record.

The recalculation may only be granted once. Student will lose credits toward graduation for the discounted grades of D-, D, and D+. All course work and grades will remain on the student's academic transcript. Transfer schools may recalculate the student's GPA and not discount any course work. This recalculation is void for honors determination.

DEAN'S LIST

At the end of each semester, the provost recognizes students who have demonstrated high academic achievement by naming them to the dean's list. These students must have completed at least 12 GPA credit hours in residence during the semester, or in the case of part-time students, have completed a block of 12 GPA credit hours (e.g. 12, 24, 36, etc.). The student must be matriculated in a program of study and must have achieved a grade point average of 3.5 or better. During the time period upon which the award is based, the student must have earned grades of "C" or better in all classes. A "P" grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete will not immediately be eligible for the dean's list, but may petition the provost for consideration after the successful completion of the course. Only courses providing college credit will be included in the calculation of the grade point average.

PRESIDENT’S CITATION

This award will be granted only once to students who are matriculated in a program of study, have completed at least 30 GPA credit hours in residence, and have earned an overall grade point average of 3.8 or better. During the time period upon which the award is based, the student must have earned grades of “C” or better in all classes. A “P” grade or grades for repeated courses will not be included in the calculation. A student receiving an incomplete grade will not immediately be eligible for the president’s citation, but may petition the provost and the president for consideration after the successful completion of the incomplete grade. Only courses providing college credit will be included in the calculation of the grade point average.

HONOR SOCIETY

A chapter of Phi Theta Kappa (PTK), the only international honor society for American community colleges, was established at the College in 1977. The Alpha Gamma Nu chapter has among its goals the promotion of scholarship, the development of leadership, and the cultivation of fellowship among students. Members of the chapter are involved in many projects, including serving in an advisory capacity to the Office of Academic Affairs regarding academic programs. Students currently matriculated in a degree program will be invited into membership of Phi Theta Kappa if they have maintained a cumulative average of at least 3.5 and have completed 15 or more GPA credit hours. PTK members must maintain a GPA of 3.2 in order to maintain membership eligibility. Students must meet these requirements at the time of acceptance.

ACADEMIC RECORDS

The Office of Academic Records manages the complete academic record for all students, past and present. While the office operates largely behind the scenes, students most typically interact with Academic Records staff for transcript requests, enrollment verifications, and regarding applications for graduation.

Academic Records staff can best be reached at acadrec@tompkinscortland.edu or by phone at 607.844.6500 (fax: 607.844.6550). Student appointments can also be made if needed.

ACADEMIC STANDARDS

Tompkins Cortland Community College is committed to high academic standards while offering students every practical opportunity to accomplish their academic goals and succeed in the college program of their choice.

DIRECTORY INFORMATION AND INFORMATION WITHHOLDING

The Family Educational Rights and Privacy Act of 1974 (FERPA) states that no information will be given out regarding a student's academic record to outside parties unless authorized by the student.

HOWEVER, "*Directory Information*" may be released at the discretion of the Registrar. The Information Withholding Form (pdf) provides more details and a form to request that all "Directory Information" be withheld

CREDIT FOR EXPERIENTIAL LEARNING

A college degree is awarded after you have completed all of the course requirements for the program in which you are matriculated. Traditionally, credit is received by completing college courses, but sometimes you can receive college credit for life experiences. The college recognizes that college-level learning may occur outside the traditional classroom setting.

For experiential learning to be converted to college credit it must be equivalent to a college-level learning experience. Did you gain from your experiences the same knowledge, content, and outcomes that you would have learned in a course offered at Tompkins Cortland?

If you are seeking course credit via experiential learning, you will need to complete a portfolio to demonstrate their proficiency in the content and outcomes of the course. There is a fee for the portfolio to be reviewed by a qualified Tompkins Cortland faculty member, so you must consult with your advisor or chair of your degree program to determine in advance whether a portfolio review may be available for the course being sought. If a CLEP exam is available for the course, CLEP exams in which an established minimum score is met can also be accepted by having a score report sent to Tompkins Cortland.

Please note that credit awarded by portfolio assessment or by CLEP exam is typically not directly transferable and would instead be evaluated independently by the transfer college.

If you have further questions about the process for seeking experiential learning credit may contact the Academic Records office.

Academic Records Office

Phone: 607.844.6500

Fax: 607.844.6550

acadrec@tompkinscortland.edu

COMMENCEMENT

GENERAL INFORMATION FOR STUDENTS PLANNING TO GRADUATE

Students must **apply to graduate** in the semester prior to completing their program requirements.

For instance, a student planning to graduate in May must apply to graduate by the deadline set in the fall semester. *Even if a student does not plan to participate in the commencement ceremony, they must still apply to graduate.*

After a student submits their application to graduate, the Office of Academic Records will begin a review of degree progress.

The status of the graduation application and degree audit can be checked in DegreeWorks, or under the Planning tab in Self-Service (previously *myINFO*). An alert is sent to students once the official degree audit has been completed by the office of Academic Records.

DECEMBER GRADUATES

The College holds two ceremonies each year to honor graduating students. The December Graduates Recognition Ceremony is an opportunity to pay tribute to those completing their degrees after the fall semester. The December ceremony is smaller and less formal than Commencement in May, but it is still full of excitement and pride in the accomplishments of our students and their families. Students that graduate in December are invited to come back and participate in the May Commencement Ceremony.

STATEMENT OF ACADEMIC INTEGRITY POLICY

CLASSROOM BEHAVIOR

Tompkins Cortland values every student's right to learn and each faculty member's right to teach in an uninterrupted environment. To foster that environment, proper etiquette in the classroom is essential. The instructor has the right and responsibility to take appropriate action when a student's behavior interrupts another student's right to learn. Each individual course outline will establish both the classroom behavioral and academic integrity expectations from the instructor.

Disruptions to classroom behavioral expectations may include, but are not limited to interruptions through use of cell phones or other electronic devices, video/audio recording or classes including any such recording of events taking place in class, not necessarily limited to course lectures, unnecessary or boisterous talking during lecture and exam sessions, arriving to class late or leaving a class early, inappropriate language and tone. Instructors may remove a student for the class session for such disruptive behavior, any may begin disciplinary proceedings in accordance with the Tompkins Cortland Non-Academic Code of Conduct.

STATEMENT OF ACADEMIC INTEGRITY POLICY

All students at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of their academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and may result in sanctions and/or penalties.

Our Library has created a repository of resources on the topic of Academic Integrity, which can be found here:

Plagiarism and Academic Integrity Resources for Faculty.

Plagiarism and Academic Integrity Resources for students.

Several degree programs offer student learning opportunities (such as internships, field work, and clinical experiences) outside the standard classroom setting. As part of the learning process, students must understand and engage in conduct that adheres to principles guiding employment within the professional workplace. These behaviors include, but are not limited to, academic integrity, accountability, reliability, respect, use of appropriate language and dress, civility, professional ethics, honesty, and trustworthiness. Disciplinary action may be initiated for inappropriate conduct occurring while participating in any course-related project or event.

STUDENT RIGHTS AND RESPONSIBILITIES

INTRODUCTION

Tompkins Cortland Community College is committed to developing and sustaining an environment where all students feel safe and empowered to pursue and achieve their academic goals. In fact, our sole continuing institutional goal is Student Success – your success. That can only happen in learning and living environments that are open atmospheres for the search for knowledge and truth, critical thinking and personal growth.

We are committed to you as a whole person – both inside and outside the classroom. This means we seek to support your social, emotional, physical and intellectual development in all of our learning and living environments. We encourage you to participate in the broad array of programs available to you and to actively reflect on what it means to be part of the Tompkins Cortland community. “...Everyone at Tompkins Cortland – faculty, staff and students – assumes an obligation to conduct themselves in a manner compatible with the functions of the College as an educational institution and to abide to all local, state, and federal laws.

All conduct that interferes with the educational function of the College will result in appropriate disciplinary action and will be confronted and addressed in a positive, straightforward manner.

The College recognizes and understands the proliferation of electronic devices generally and students’ regular use of these devices. The College does not discourage use of such devices, consistent with its policies. Additionally, it is the policy of the College to expect students to use such devices in a manner which respects the rights and privacy of other students, faculty, staff and visitors. Tompkins Cortland further expects students not to interfere with law enforcement activities including through video/audio recording.

Individuals and organizations should always be free to support causes by orderly means that do not disrupt the regular and essential operation of the institution. At the same time, it should be made clear to the community that in their public expressions or demonstrations, individuals or organizations speak only for themselves, not the College.

Generally, student conduct will refer to that which occurs on-campus or at College-sponsored events and activities. However, jurisdiction and discipline may also be applied, at the discretion of the College, for conduct that occurs off-campus and that adversely affects the College, the College community, or the interests and mission of the College.

In civil or criminal cases the College will cooperate with both the civil authorities and the student defendant regarding background information for the particular case in question. Should students charged with a violation of the law request assistance from the College, a representative from the Dean of Student Life office will advise them and offer the appropriate help. However, no attempt will be made to isolate students from the legal consequences of their actions.

As fully engaged members of the College community, Tompkins Cortland students pride themselves in setting a standard of conduct that makes the campus a welcome, dynamic environment. The rights and responsibilities of our students are explained in detail in the College's Student Rights and Responsibilities, which covers such topics as Student Email Accounts, Human Rights, the Family Educational Rights and Privacy Act (FERPA), Policy on HIV and AIDS, Grievance and Conduct Violation Policies, Academic Policies and Regulations, and Non-Academic Policies and Regulation. The full contents are listed to the left.

HELPFUL LINKS

[Student Rights and Responsibilities main page](#)

GENERAL

[Student Email Accounts](#)

[Human Rights](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Policy on HIV and AIDS](#)

[Grievance and Conduct Violation Policies Overview](#)

[Contact Information](#)

ACADEMIC POLICIES AND REGULATIONS

[Statement of Academic Integrity Policy](#)

[Violation of Academic Integrity Policy](#)

[Attendance Policy](#)

[Classroom Behavior](#)

[Grade Challenge](#)

[Disability-Related Accommodation](#)

[Computer Resources Use Protocol](#)

NON-ACADEMIC POLICIES AND REGULATIONS

[Non-Academic Code of Conduct](#)

[Non-Academic Code of Conduct Violation Hearing Process](#)

[Policy Against Discrimination and Harassment](#)

[Other Student Grievances](#)

[Weapons on Campus](#)

[Policy on Possession, Use and Sale of Alcoholic Beverages and Illegal Drugs and Drug Abuse Education Programs](#)

[Hazing Prevention](#)

[Bias Crimes Prevention](#)

[Sexual Assault, Dating Violence, Domestic Violence and Stalking Prevention](#)

[Maintenance of Order Policy](#)

[Student Bill of Rights](#)

STUDENT SUCCESS:

ADVISING, CAREER, AND TRANSFER

We are located in room 101, the Enrollment Services Center.

OUR MISSION:

Student Success assists students develop and achieve their academic, career, and transfer goals. We foster student development, success, and retention by helping students navigate college transitions and academic decision-making.

OUR SERVICES

ADVISING

Advisement

NEW STUDENTS

Placement Testing

START SESSIONS

CONTINUING STUDENTS

Change your degree program

Academic Advisor Assignments

Academic Recovery

Advisement drop-ins available daily

Appointments upon request

Pathways Scholarship

CAREER SERVICES

Career Assessments including **Career Coach**, Strong Interest Inventory, and Clifton Strengths.

Schedule Appointments for job search, resume, cover letter, and interview skills.

TRANSFER SERVICES

Schedule an appointment to discuss transfer pathways, your applications, and paying for your degree.

Satellite office for SUNY Cortland transfer advisor.

Contact us at [Student Success](#). You may also schedule appointments through Starfish.

NEW STUDENT ORIENTATION

MAKING CONNECTIONS FOR SUCCESS

Your Orientation is just the beginning! Attending Welcome Week is integral to your success as a student, and the Welcome Week activities are designed to help you “get connected” to Tompkins Cortland. New students are required to attend many Welcome Week events. During Welcome Week you will get the information you need and connect with the people at the College who can help you succeed. Welcome Week will also help you understand the beliefs and skills necessary for college success. You will have the opportunity to meet faculty in your academic program and to learn what they expect in the classroom.

Details of Orientation can be found on the [Orientation Schedule](#) page. Please refer to the materials you received at Orientation to make sure you are prepared for the start of classes.

If you have questions about Orientation or Welcome Week, or need more information, please email orientation@tompkinscortland.edu or call 607.844.6580.

CAREER SERVICES

Career Services is located in room 101. We are a part of Student Success: Advising, Career, and Transfer Services Office. We are a team of professional advisors, and career professionals. Whether it's helping you determine your academic major, your future career path, or editing your resume and assisting you with your job search, we are here to help you!

VISIT US FOR:

Career exploration

Creating and editing your resume

Searching for jobs and internships

Practicing your interview skills

Taking a career assessment

APPOINTMENTS

Current students and alumni can make individual appointments to fit their schedule. You can schedule an appointment for 30 minutes or up to 1 hour with an advisor, career professional, and/or a peer career coach.

SCHEDULING

Virtual Walk-In Wednesdays: 9 a.m. - 2 p.m. **Meet** with an online career professional for real time answers to your questions.

Phone and Online Video Chat Appointments: To schedule an appointment **sign into Starfish**, choose a career professional you'd like to work with, and sign up on their schedule.

HANDSHAKE

Handshake is a widely-used recruiting platform that connects TC3 students to employers, opportunities, and career resources. Find jobs, internships, apprenticeships, career events, interview sign-ups, on-campus recruiting opportunities, and more. *Handshake* is available to all Tompkins Cortland Community College students and alumni. Sign up today with your TC3 email address at <https://tccc.joinhandshake.com/login>. Questions about *Handshake* can be sent to Carrie Whitmore, Director of Continuing Education & Workforce Development, at clw@tompkinscortland.edu.

Handshake Student User Guide (pdf)

Student Handshake Recruiting Policies (pdf)

CAREER TEAM MEMBERS HERE TO ASSIST YOU:

Hal Pietros-Brown

Coordinator of Career Development

Professional and Student Success Advisor

Email: hfb@tompkinscortland.edu

Schedule an Appointment

Call Us: Our office phone number is 607.844.8222 Ext. 4521. Leave a message and we'll get back to you as soon as possible.

CAREER CENTER RESOURCES

You are invited to use our office resources! We have:

Computer Work Stations

Resume, Interview, and Cover Letter Guides

Resume Templates

List of Job Search Websites

Career and Transfer Advisors

HELPFUL LINKS

Schedule Appointment

Guides and Templates

Career Exploration

Career Coach

Handshake

Employment Websites

For Employers

ADULT LEARNING

We get it. We know the challenges adults face when going to school. From working parents to military veterans, returning students, transfer students, and first-time students, we've seen it all. We have over 50 years of experience serving adult students, and that experience matters. Your experience does, too. Adults contribute to our classrooms and enrich our community. We want you here. You don't make the decision to invest your time and money lightly, so we make affordability, flexibility, and accessibility a priority. You have the drive to reach higher, and we have the resources and services to help you succeed.

As an adult student looking to enroll at the College, know that we offer flexible and convenient programs to fit your busy schedule. **Microcredentials** offer a fast track to specific, in-demand skills. You can earn a valuable career credential upon completion, and courses can also be applied to an existing degree or certificate program if you want to continue on. Fifteen of our **degrees** and certificates can be completed fully **online** with many others offered half or more online. In-person alternatives in the afternoon and evening are available, too.

Interested in non-credit options? We also offer professional development and workforce training opportunities through our **BIZ** department. With over 40 degree programs and a growing list of certificates and microcredentials, you're sure to find a fit with us. It all starts with a conversation.

LIBRARY

Our Library is on the second floor of the main building in Dryden and **online**. We offer a variety of services to support students, staff, and community members. This includes in-person and online assistance.

LIBRARY QUICK LINKS

[Ask a Librarian!](#)

[Ask the Library Service Desk](#)

[Library FAQs](#)

[Citation Help: APA | MLA](#)

[Gale Ebooks/Gale Virtual Reference Library](#)

[Textbooks & Course Reserves](#)

[Community Library Services](#)

[Library Hours](#)

[Contact Us](#)

SOME ADDITIONAL LIBRARY SERVICES

Book Return Shipping Label - Have books or DVDs to return? Can't make it to campus? Mail them to us, using our prepaid shipping label.

College Archives - Yearbooks, news clippings, student publications, photographs, interviews, recordings, artifacts and more about TC3 and its history.

Feedback - Did you get good help and want to let us know? Did something happen that gave you concern? Do you have a suggestion to make? Do you have a question to ask? Let us know!

Gadgets and Gear - Headphones, calculators, flashdrives, earbuds, earplugs, and more. Available at the Service Desk.

Library Account - See what you have checked out. Extend your due dates and check your requests. **Sign in** to your account. Get **more information**.

Off Campus Students - If you are taking TC3 classes online, at your high school, or at the Cortland or Ithaca extension centers and don't come to campus, you are still welcome to use our Library.

Policies - What can I borrow? For how long? Can community members use the library?

Printing, Copying, Scanning - Where are the printers? Where can I make copies? What about color copies? Do you have a scanner? **Answers to Frequently Asked Questions**.

Professional Development Resources - Suggestions for free and low-cost professional development resources for TC3 staff and faculty. Some sites may require free registration.

Purchase Requests - Something you think the Library should own? **Let a librarian know.**

Quiet Zones - Looking for a quiet place to work? Try the back of the Library on the second floor, or go "under the stairs" (in the Access & Equity area) on the first floor.

Research Help - Have an assignment that requires sources? Curious about something? Need more information? Are you a teacher looking for materials? Librarians are here to help you.

Study Rooms - Want to work with a group? We have six group study rooms for academic use. **See what rooms are available.** Borrow a key from the Service Desk.

Tech Support - For help with myTC3, campus Wi-Fi, web courses and TC3 email. Room 208. Telephone (607) 844-8222, ext 4550. Email help@tomkinscortland.on.spiceworks.com

TUTORING

GENERAL INFORMATION

USING THE COLLEGE'S TUTORING SERVICES IS EASY!

Drop-in tutoring in-person takes place on the 2nd Floor of Baker Commons in our Tutoring Center area. It is also **available online** on a drop-in basis. Any questions can be directed to Scott Bennett at **smb066@tompkinscortland.edu** or 607.844.8222, Ext. 4416.

Watch this **Baker Center for Learning Online Tutoring video for utilizing Microsoft Teams**

Check the Tutoring Schedule **link** to verify that there is a tutor available as we do not offer tutoring for every course.

If you have any questions, please contact **Scott Bennett**.

WHAT DOES IT COST?

Tutoring is free to current Tompkins Cortland Community College students on a drop-in, first-come, first-served basis. We do ask students to sign in (and out) so that we can keep data on our services to receive some state funding.

WHAT DO I NEED TO DO?

Come Prepared: Before asking for help, spend some time with your work so that you have a better sense of what you need help with. Bring a copy of your assignment with you.

Take an active role. Don't expect to sit back and "leave the driving to us." You will learn more when you are an active participant so let us guide you and not drive you.

Be patient and respectful toward the tutors and students. We will try to help everyone as efficiently as possible, but at times, you might have to wait a few minutes. Try to plan enough time in your schedule.

ACCESS AND EQUITY

Tompkins Cortland Community College is committed to providing equal access for all qualified individuals to its programs and educational opportunities.

It is the College's policy to provide, on an individual basis, academic adjustments to its requirements for students who have disabilities that may affect their ability to fully participate in program or course activities or to meet course requirements as well as nonacademic program or activity requirements, including, but not limited to clubs, residence life and meal plans, and athletics. Modifications may include, but are not limited to: testing or classroom modifications, modifications to policies and practices in academic and student activities, and use of auxiliary aids or services. Baker Center for Learning (BCL) staff members are available to work with students with physical, learning, psychological, medical, or other disabilities to help them better understand the nature of their disability, develop self-advocacy skills, and to determine appropriate access plans.

To receive academic adjustments, students must identify a disability that impacts their ability to access the academic environment, provide documentation of the disability, and work with BCL personnel and classroom faculty and/or other Tompkins Cortland staff to develop and implement an appropriate plan for access. All specific information provided concerning a disability is confidential and is released only with the student's consent.

A person with a disability is "any person who (1) has a physical or mental impairment that substantially limits one or more major life activities, (2) has a history of such an impairment, or (3) is regarded as having such an impairment. Substantial impairment means that an individual cannot perform the life activity at all, or that he or she is limited in the condition, manner, or duration of the activity. Major life activities include, but are not limited to, walking, seeing, breathing, learning, working or performing manual tasks."

For further information, or to identify a disability, students should contact:

Carolyn L. Boone

Coordinator of Access and Equity Services

Room 130

Phone: 607.844.8222, Ext. 4283

clb@tompkinscortland.edu

Fax: 607.844.6549

A note about the term "reasonable accommodations," which has been widely used in postsecondary education. "Reasonable accommodations" is a term that is not found in Section 504 Subpart E (Postsecondary Education) but is found in Subpart B (Employment). At Tompkins Cortland, we have eliminated that term in favor of the terminology in Subpart E – "academic adjustments." "Academic Adjustments" are modifications (to policies and practices) and auxiliary aids and/or services (such as captioning, interpreters, use of a recorder or smart pen, etc.).

HELPFUL LINKS

[Academic Adjustments](#)

[Access and Equity](#)

[Assistive Technology](#)

[Documentation Guidelines](#)

[Emergency Evacuation Procedures for Persons with Disabilities](#)

[Financial Aid](#)

[National Voter Registration Act \(NVRA\)](#)

[Policies and Procedures](#)

[Testing Modification Appointments](#)

[Transitioning from High School to College](#)

[Wounded Warriors](#)

RESIDENCE LIFE

WELCOME HOME!

We've had housing longer, and we do it better. With seven residence halls and all the amenities of a fully functional residential campus, you'll find a home in our fun, vibrant, supportive program. At Tompkins Cortland you'll experience college life as it is meant to be and build friendships that last a lifetime.

OUR SAFE COMMUNITY

A three-minute walk to class

Single bedrooms for each student; kitchen, bathroom and common room are shared with suitemates

Experienced Resident Directors and student Resident Assistants are a part of the community, even on nights and weekends

24/7 emergency response

Campus Police Officers who understand college students and our campus community

OUR VIBRANT CAMPUS

Engaging events for students happening every week

Regular van trips to the local grocery store

WiFi and laundry are all included in your housing costs

Every apartment has a full kitchen, including a full-sized refrigerator, stove, and oven

Various housing options are available, including Quiet Living and Gender-Inclusive apartments

You'll find a welcoming, diverse, and vibrant home here

OFFICE OF RESIDENCE LIFE

residencelife@tompkinscortland.edu

607.844.6589

24 Farview Drive

Dryden, NY 13053

HELPFUL LINKS

[Apply for Housing](#)

[FAQs](#)

[Housing Supply List](#)

[Off-Campus Housing](#)

Report a Residence Hall Incident

Resident Assistant Position

Residence Hall Mailing Addresses

Residence Life Staff

Special Housing or Dining Requests

Themed and Special Housing

DINING

PANTHER DINING

Choose from numerous specialty food stations and menus updated daily. We serve breakfast, lunch, and dinner.

Stations include “Breakfast at Sunrise,” “Crock and Ladle,” the “Produce Stand,” the “Market Place” featuring home-style comfort foods, “World Fair/Fusion,” “The American Grill and Griddle,” “MaMa’s Italian Kitchen,” “The Panini Press,” and “Show Time,” an exhibition cooking station that alternates between pastas and made-to-order stir fry.

Food service on campus is provided by American Dining Creations. The TC3 Eatery accepts cash and credit cards in addition to student meal plans and Panther Dollars.

Please be sure to [view our weekly menu](#) options.

HOURS:

Monday – Friday

Breakfast 7:30 a.m. – Noon, Fireside Café

Lunch 11:30 a.m. – 2:30 p.m, Main Cafeteria

Dinner 4:30 p.m. – 7:00 p.m, Main Cafeteria

Saturday, Sunday

Brunch Noon – 3 p.m.

MEAL PLANS

Students living in TC3 residence halls **MUST sign up for a meal plan**. Commuter students wanting to purchase a meal plan should contact RegBilling@tompkinscortland.edu.

MEAL PLAN OPTIONS (2022-2023)

17 meals per week - Required for Student Residents

\$1,326 per semester - includes \$50 Flex

10 meals per week – COMMUTER ONLY

\$1,315 per semester includes \$100 Flex

5 meals per week – COMMUTER ONLY

\$770 per semester includes \$100 Flex

MEAL PLAN FORMS

ATHLETICS

The College fields intercollegiate teams in several sports, competing as a member of the National Junior College Athletic Association (NJCAA). **TCPanthers.com** is the official online home of Tompkins Cortland Community College athletics.

Are you interested in putting on a Panthers uniform and playing a sport at the college level? Fill out an **online interest form** and a coach will be in touch.

HEALTH AND WELLNESS SERVICES

Tompkins Cortland Health and Wellness Services provides integrated services and programs to promote inclusive individual and community well-being. We offer five distinct areas devoted to students: the Health Center, Mental Health Counseling, the Collegiate Recovery Program, Health Education and Alcohol and Drug Prevention programs, and the on-campus Panther Pantry.

HELPFUL LINKS

[Health Center](#)

[Mental Health Counseling](#)

[Collegiate Recovery Program](#)

[Alcohol and Drug Prevention Programs](#)

[On-Campus Panther Pantry](#)

[Campus and Community Resources](#)

COVID-19 RESOURCES

COVID vaccines are not required, but are encouraged. COVID tests are available in the Health Center. The College continues to work with various agencies to insure the safety of our campus community. The **Tompkins County Health Department** is the lead local agency, while the **Centers for Disease Control** is the managing agency for the United States. These two agencies will provide the best and most current information on the virus nationally and locally.

Additional information about public health guidelines related to the virus can be found online:

- [World Health Organization \(WHO\) information about Coronavirus](#)
- [US Centers for Disease Control and Prevention \(CDC\) Situation Summary](#)
- [Tompkins County Health Department](#)

HEALTH AND WELLNESS SERVICES

Health Center Phone: 607.844.8222, Ext.4487

Email the [Health Center](#)

Mental Health Counseling Phone: 607.844.6577

Email [Mental Health Counseling](#)

Tompkins Cortland Community College

Attn: Health and Wellness Services

170 North St.

Dryden, NY 13053

Fax: 607.844.6533

[Notice of Privacy Practices](#)

RESOURCES

Emergencies

For a medical emergency **DIAL 911**

For a mental health emergency **DIAL 607.272.1838**

Non-emergency on-campus contacts

To schedule a health appointment call **607.844.8222, Ext. 4487**

To schedule a counseling appointment call **607.844.6577**

For general questions including immunizations **607.844.8222, Ext. 4487**

To schedule an appointment with the Options Program **607.844.8222, Ext. 4487**

For student support from the Recovery Program | Contact Coordinator **Ashley Dickson**

Additional State and Local Crisis Resources

New York State Office of Mental Health Support Line call **1.844.863.9314**

SUNY Crisis Text Line text **“GOT5”** to **741.74.741**

SUNY Middle Earth Peer-to-Peer Assistance Hotline call **518.442.5777**

Advocacy Center 24-Hour Hotline call **607.277.5000**

Aid to Victims of Violence 24-Hour Hotline call **607.756.6363**

DIVERSITY EDUCATION AND SUPPORT SERVICES

WELCOME TO THE OFFICE OF DIVERSITY EDUCATION AND SUPPORT SERVICES!

Learning about other people can be fun, enjoyable, exciting and interesting. We can learn about each other and what makes us different and have those same things bring us closer together. There is diversity inside all of us ... look inside!

Seth A. Thompson

Director

Office of Diversity Education and Support Services

MISSION STATEMENT

The Office of Diversity Education and Support Services (ODESS) envisions a positive and inclusive campus community where underrepresented student groups achieve equity in every respect and have full access to academic success and personal development. ODESS operates in partnership with other college departments to acknowledge the value of diversity by providing all students quality cross cultural programs, needed services, and engaging leadership development opportunities.

DIVERSITY EDUCATION AND LEADERSHIP TRAINING

Staff members from the Office of Diversity Education and Support Services serve as facilitators for presenting workshops in classrooms, residence halls, and for student organizations. Please complete the [Diversity Workshop Request Form](#) to request a diversity workshop.

SCHEDULING A CLASSROOM DIVERSITY WORKSHOP

To request a workshop in your office or class fill out the [request form](#) including the type of workshop.

SUCCESS PROGRAMS

[ODESS HOME](#) | [DIVERSITY AND EQUITY ACTION COUNCIL](#) | [PEER EDUCATOR PROGRAM](#) | [LEADERSHIP PROGRAMS](#) | [REPORTS](#) | [STAFF](#)

EOP

The SUNY Educational Opportunity Program (EOP) at Tompkins Cortland specializes in assisting economically and academically disadvantaged students that show promise to succeed in college. The program is designed to help the student acclimate to the college's social and cultural environment through mentorship, financial support and academic support counseling.

Requirements to Apply

First-time college student

(Transfer students who previously attended another institution are eligible if they were enrolled in a similar post-secondary opportunity program)

New York resident for 12 months prior to enrollment

Must be economically disadvantaged as determined by the State established criteria for the Educational Opportunity Program.

High School GPA of a 70 - 86

Benefits of Joining

Three-week summer pre-semester program

Academic and social support system, and leadership development

Earn a \$100 book stipend in the fall and spring

Requirements of the Program

Arrive in August for an intensive 3-week long pre-semester program

Participate in all program-based meetings, workshops, activities and certifications

APPLY Today!

Applications can be submitted anytime, but materials received by April 30 will receive priority review.

EOP Interest Form

EOP Application

LSAMP

The Louis Stokes Alliance for Minority Participation (LSAMP) Program is dedicated to increasing the number of STEM associate degrees awarded to populations historically underrepresented in these disciplines.

Requirements to Apply

Undergraduate first-year student or new transfer student

Underrepresented minority as described by the LSAMP program description (African American, Hispanic, American Indian, Alaskan Native, Native Hawaiian, Native Pacific Islander)

A U.S. citizen, U.S. national, or permanent resident of the U.S.

Enrolled in an undergraduate major in a STEM discipline

High School GPA of a 70 or higher

Benefits of Joining

Three-week summer pre-semester program

Annual research and project opportunities

Access to research and project funding

Field activities/social events

Assigned a Faculty Mentor

Earn a \$300 stipend during the summer institute

Requirements of the Program

Arrive in August for an intensive 3-week long pre-semester program

Participate in all program-based meetings, workshops, activities and certifications

APPLY Today!

Application materials received by April 30 will receive priority review.

LSAMP Interest Form

LSAMP Application

HELPFUL LINKS

Diversity and Equity Action Council

Success Programs

Peer Educator Program

Leadership Programs

Reports

Staff

STUDENT ACTIVITIES

THE HUB OF STUDENT LEADERSHIP

The Office of Student Activities is located in the Student Center: the hub of student leadership on campus and home to the Student Government Association office, the Leadership Lounge, the Interfaith Room, the Family Room, and general use space for all students.

Staff in student activities provide leadership opportunities and leadership training for all students, coordinate **Panther Pride** events, and provide and encourage participation in volunteer and civic engagement programs.

Student Activities staff also provide event management support for programming from on and off campus organizations and serve as advisors for the **Student Government Association** (SGA).

CAMPUS GROUPS: THE HOME FOR STUDENT ACTIVITIES

Campus Groups lets you know what activities are scheduled for the year and allows you to register for events or attend virtual activities. Look for emails that tell you to sign up for updates, too!

Campus Groups Tutorial

Introducing Campus Groups

Co-Curricular Transcript on Campus Groups

Five things to do to get started on CampusGroups

Get Started: User Guide (PDF)

How to change my profile picture

Organizations/Groups

Group Officer Overview

Get Started: Group Officer Guide (PDF)

How to register a new group as a student

How to sign up for a group

How to leave a group

How to submit an event as a group member

Have questions? Contact Student Activities at 607.844.8211, Ext. 4442.

HELPFUL LINKS

Clubs and Organizations

Co-Curricular Transcript

National Society of Leadership and Success

New Student Orientation

Student Government Association

Staff

CHILD CARE

Tompkins Cortland Community College offers child care services in two centers on campus, The Arthur Kuckes Childcare Center and the FSA Childcare Center. Both are licensed, not-for-profit child care facilities providing services to children of college students, faculty, staff and as space permits, members of the community. The Centers provides care from six weeks through pre-kindergarten. Students have first priority, and a sliding fee scale is offered to students to help with the cost of child care. The Centers also participate in the DSS Childcare Subsidy program.

The Centers are open Monday through Friday from 8 a.m. - 4 p.m. with before- and after-care available for an additional fee 7:30 - 8 a.m. and 4 - 5 p.m.

Meet Our Team

OUR MISSION

To provide child care services to the College campus and the local community in a safe and nurturing environment which promotes the social, emotional, physical, language, and cognitive development of children.

PROGRAMS AVAILABLE

Infant program 6 weeks - 18 months

Toddler program 18 - 36 months

Preschool program

REGISTRATION

Early registration is essential to reserve a place for your child. You will receive a registration packet which will include general information, a confidential income statement and a medical form which is to be filled out and signed by your physician. A nonrefundable \$50 registration fee must be included with your completed registration packet and will assure you a space in our program. Preference is given to children of students and those children requiring full-time care.

APPLICATION

Family Handbook

Application

For more information on Child Care or to ask questions about the application process, please contact the Center Director, **Casey Goodwin**, at 607.844.8222, Ext. 4477.

Completed applications can be returned via mail, fax, or email:

Mail: Tompkins Cortland Community College

P.O. Box 139, 170 North Street

Dryden, NY 13053-0139

Fax: 607.844.6547

Email: **Casey Goodwin** at cg069@tompkinscortland.edu

ACCREDITATION

The Arthur Kuckes Childcare Center at Tompkins Cortland Community College is nationally accredited by the National Association for the Education of Young Children (NAEYC).

The Center is participating in QUALITYstarsNY rating and improvement system for early childhood programs.

CAMPUS TECHNOLOGY

WELCOME!

Welcome students, faculty and staff. This site will provide you with information and links for all of the computer and technology services on campus.

Please use the links on the right to get connected to myTC3, a portal containing access to myINFO, myMAIL, Web Courses (Blackboard), TC3 Card, and much more. In addition, there is information about wireless access on campus, technology requirements in residence life, and opportunities for purchasing discounted software.

NEED HELP?

Submit a ticket using our [portal](#).

FEEDBACK

TC3 strives to provide secure and easy access to your information via our systems and technology. The College has received awards from the Digital Community College Survey for three consecutive years for providing a high level of service using information technology. TC3 was honored with the Best of NY award for 2008 in recognition of our mobile initiative.

We welcome your feedback and suggestions. Please email [Campus Technology](#) and we will be sure to get back to you.

HELPFUL LINKS

[Campus Tech Forms](#)

[Faculty and Staff Email](#)

[My TC3](#)

[New User](#)

[Phones and Mobile Devices](#)

[Purchase Discounted Software](#)

[Resident Life Technology](#)

[Student Computer Recommendations](#)

[Technology Support](#)

[Training Resources](#)

[Wireless Access](#)

BUDGET AND FINANCE

The Budget and Finance Office provides services directly to students and other college departments. A positive, customer service attitude is critical to creating an environment that supports student learning. Responsible for all financial transactions, the Budget and Finance Department facilitates all matters relating to the allocation and use of College resources. The Budget and Finance Department also facilitates the preparation and administration of the College budget, supporting departmental planning and structure.

They can be found [online here](#).

HUMAN RESOURCES

WELCOME TO THE HR DEPARTMENT!

The Human Resources Department can be found online by [visiting this link](#).

MISSION STATEMENT

To promote fair and respectful treatment of employees through the implementation and administration of comprehensive human resources policies and benefit programs that comply with federal and state regulations and encourage the on-going development of faculty and staff.

INSTITUTIONAL RESEARCH

The Institutional Research Department can be found online by [visiting this link](#).

OUR MISSION

The Institutional Research Department (IR) provides quantitative and qualitative data support to facilitate college decision-making, planning and assessment. The department ensures compliance with state and federal data requirements, and supports faculty and staff efforts to document and improve student learning.

CAMPUS POLICE

Tompkins Cortland Community College is committed to creating an environment for student success and learning for all. To that end, the College has devoted resources to allow that environment to grow and prosper in a safe and secure setting. Your Campus Police are proud to be a campus partner supporting student success.

*We are reachable 24 hours a day, seven days a week. To contact us, dial **607.844.6511**, or **Ext.6511** from any campus phone. **For emergencies, dial 911**, and the 911 Center will immediately dispatch us along with other needed agencies to help with the emergency.*

CAMPUS POLICE ON FACEBOOK

We invite you to become a fan of our official page, [**Tompkins Cortland Campus Police**](#).

WHAT IS AN EMERGENCY?

An emergency is any situation that requires an immediate law enforcement, fire, or medical response to preserve life or property.

THESE INCLUDE:

Serious illness or injury

Fires

Assault or immediate danger of assault

Fight

Violent or criminal behavior

Explosions

Situation involving weapons

Chemical spill

Someone choking or drowning

Loss of consciousness

Any other serious threat to the health and safety of you or another person

Your campus police staff includes sworn, armed officers pursuant to New York State Criminal Procedure Law, section 2.10(78). The officers have full authority to make arrests and/or referrals to the local criminal courts or the campus judicial administrator. These officers are highly trained officers who have either completed the rigorous six month NYS Municipal Police Training Council's academy, or are already NYS Certified police officers.

HELPFUL LINKS

[Campus Policies](#)

[Public Crime and Fire Log/Crime Alerts](#)

[Emergency Readiness and Response Guide \(pdf\)](#)

[Campus Safety Advisory Committee](#)

[Other Agencies](#)

[Parking and Traffic](#)

[Services](#)

[Staff](#)

[Report an Incident](#)

[Weather Emergencies](#)

SAFETY TAKEN SERIOUSLY

Campus police staff will aim to protect the rights of all individuals to live, learn, work, and visit our campus. The Campus Police staff is committed to providing the highest quality services for our community by embracing the core values of truth, respect, excellence, teamwork, and integrity.

The potential for problems is reduced when students follow sound safety-oriented practices. While the residence halls may quickly feel like home, you have to remember they are not. Each of you must assume the responsibility for your own personal safety and the security of personal belongings by taking simple, common sense precautions. Simply put: lock up your valuables - ALWAYS. Lock your bedroom and your apartment door. Remind your apartment mates to lock the apartment door, too.

Everybody who violates the law on campus is subject to arrest and prosecution regardless of their status. Students, staff, and faculty who violate the law on campus may not only be subject to criminal prosecution, but also to the campus judicial process if the conduct leading to the arrest also constitutes a violation of campus regulations. We also patrol the roads on and adjacent to the campus and issue traffic tickets if warranted.

Throughout your time here, you will see Campus Police staff throughout our beautiful campus. We are in the residence halls every day and even have a satellite office in the Tompkins and Cortland Hall connection. All your campus police are, by nature, very outgoing and personable. Feel free to interact with them and do not hesitate to use them as a learning reference should you have questions.

GLOBAL INITIATIVES

The office of Global Education and Initiatives [homepage can be found here](#).

OUR MISSION | TRANSFORMATIVE EXPERIENCES AND COLLABORATION

The Office of Global Initiatives creates, encourages, and maintains global learning opportunities that prepare and empower students to become engaged citizens of a diverse world. We support these transformative experiences through our curriculum, our student services, and our external partnerships and exchanges.

THE INTERSECTION OF LOCAL AND GLOBAL

The Global Initiatives office aims to deliver exceptional global experiences for domestic students via our evolving study-away offerings for international students wanting to enroll in any of our more than 40 degree programs and ESL classes, and for foreign institutions wanting to explore partnerships for academic programs, ESL, virtual exchanges, and more.

The office also helps support Internationalization at Home initiatives around the Tompkins Cortland campus and helps faculty and departments internationalize their curricula.

HELPFUL LINKS

[PROSPECTIVE STUDENTS](#)

[INTERNATIONAL ADMISSIONS](#)

[TRANSFER OPPORTUNITIES](#)

[GLOBAL CONNECTIONS - DUAL DEGREE](#)

[ENGLISH AS A SECOND LANGUAGE](#)

STUDY ABROAD

Tompkins Cortland Community College sponsors short term programs in several different countries. New programs are always in the works.

Study abroad makes students better leaders and more employable global citizens, looks extraordinary on your resume, and can change the way you think about the world.

You will have the EXPERIENCE OF A LIFETIME.

If you are interested in any of these programs, contact the Coordinator of Study Abroad Programs, in the Office of Global Initiatives at 607.844.8222, Ext. 4383, Room 248 for more information and to apply. Interested students should also speak to the faculty trip leader to learn about the program.

OPPORTUNITIES AVAILABLE THROUGH SUNY CORTLAND

Tompkins Cortland Community College can also participate in any of SUNY Cortland's more than 30 study abroad programs on six continents. For more information on the new opportunities, visit the [**SUNY Cortland study abroad website**](#).

GET STARTED

Meet with your Academic Advisor early to talk about where study abroad fits best in your academic program

Meet with a Faculty Trip Leader to get course details and learn more about the process

Make an appointment with a representative from Financial Aid, room 101 as soon as you can

Apply for your passport (it takes several months)

Register for the appropriate course (In November for Spring, in April for Fall)

Begin to save your money! Apply for a Scholarship!

Submit all pre-departure documents ON TIME and

Attend mandatory Pre-Departure Orientations

NOTE: We may be able to provide information or make recommendations if you are interested in studying overseas in a particular country where the College does not presently offer a program.

DISNEY COLLEGE PROGRAM

WHAT IS IT?

A full-time paid internship at Walt Disney World in Orlando, Florida. Students can receive academic credit while building their resume working for a Fortune 100 company.

WHO IS ELIGIBLE?

The program is open to all college students. At Tompkins Cortland, it works especially well for those in Business Administration, Hotel & Restaurant Management and Liberal Arts General Studies. Students in any major are welcome to participate.

Participants must be at least 18 years of age. Older, non-traditional students are welcome.

International students without U. S. citizenship or permanent resident status must contact the Global Initiatives office to discuss visa regulations.

Note: This information is intended for current students. Students attending Tompkins Cortland Community College international partner schools should contact their school's international programs office for information about the Tompkins Cortland Disney International College Program.

WHAT ARE TOMPKINS CORTLAND'S REQUIREMENTS FOR APPLICANTS?

At least 12 college credits completed prior to applying, not including high school dual credit

Minimum GPA of 2.0 at the time of application

ENGL 99 completed (if needed.)

Recommendation by a Tompkins Cortland faculty or staff member

WHAT ARE THE DATES AND HOW LONG DOES IT LAST?

Fall program: August through early January.

Fall Advantage program: May/June through early January.

Spring program: January through May.

Spring Advantage program: January/February through August.

Note: *There is no summer-only program.*

Students should talk with their academic advisor to determine which semester would be best to be away from Tompkins Cortland, as some required courses may only be offered in certain semesters. Some students find it easier to complete their degree requirements first and do the Disney program as a post-graduate internship.

WHAT ARE THE BENEFITS OF PARTICIPATING IN THIS INTERNSHIP?

Disney College Program students develop transferable skills that are essential for success in any career. Among them are responsibility, problem solving, effective communication, teamwork, customer service and cultural sensitivity. Having Disney on one's resume can be a real competitive edge. How many people can boast of working for a Fortune 100 company while still in college? Additional benefits include the opportunity to return to Disney World to work during school breaks or for professional internships, as well as the possibility of full-time employment with Disney or its sister companies (ABC, ESPN and others) after completing college. Many Tompkins Cortland alumni have made careers with Disney World after participating in the College Program. And of course, there is the benefit of making lifelong friends from all over the world.

WHAT ARE THE JOBS?

More than 20 different positions are available in Operations, Lodging, Food and Beverage, Retail/Sales, Recreation, and Entertainment. Students may be placed anywhere at the Walt Disney World Resort, including Magic Kingdom, EPCOT, Animal Kingdom, Hollywood Studios, Typhoon Lagoon, Blizzard Beach, Downtown Disney and Disney resort hotels. Participants must work when they are scheduled and understand that it is normal to work late nights, early mornings, weekends, and holidays. All roles may include prolonged exposure to outdoor elements, including heat/humidity, cold temperatures, and/or wet conditions. Complete role descriptions are available through the **Disney College Program**.

WHAT IS THE PAY?

Pay is \$11.00 - \$13.25/hour, depending on role. Students are guaranteed at least 30 hours per week and may be scheduled for 50+ hours per week during peak periods. Time-and-a-half is paid after eight hours a day or 40 hours a week.

WHAT ABOUT HOUSING?

Most students live in Disney's fully-furnished apartment complexes. These are gated communities with one to four bedroom apartments that house two to eight residents. Weekly housing fees range from \$114 to \$205, depending on apt. size and location and include local phone, cable and Internet. All residents abide by Community Codes that govern safe and respectful behavior by all. Underage drinking is strictly prohibited and is grounds for immediate dismissal. All visitors must sign in and no guests are allowed after 1 a.m.

WHAT ABOUT TRANSPORTATION?

Students must provide their own transportation to and from Florida. It is helpful to have a car while in the program. For students who do not have their own vehicle, Disney provides regular bus service to all work locations and nearby shopping areas.

FOR MORE INFORMATION

Visit the **Disney College Program**.

WHAT ABOUT ACADEMIC CREDIT?

All Tompkins Cortland Disney students have the option of enrolling in BUAD 261- Walt Disney World College Program. BUAD 261 can be taken for 3 to 15 credits, depending on the student's major and to what extent the course can help to fulfill degree requirements. BUAD 261 can count as an unrestricted elective or as a BUAD elective. Or it may be substituted for a specific course(s). For example, a Hotel and Restaurant Management student may be able to substitute BUAD 261 for HRMG 102, HRMG 103, HRMG 213, or some elective courses. Similar possibilities are available for Business Administration and other majors. *Advance planning and communication with an academic advisor and the Tompkins Cortland Disney Coordinator are essential for students to maximize their credit opportunities.*

To earn BUAD 261 credit, students must successfully perform their work role, write several learning reflections essays, and complete one or more courses on-site at Disney (see below.) Learning activities and assignments will be tailored to the number of credits selected by the student for BUAD 261.

DISNEY ON-SITE COURSES:

Disney offers numerous opportunities for on-site learning. Disney Seminar courses offer the unique opportunity to learn more about how the Walt Disney World Resort operates. Complete course descriptions are available through the **Disney College Program**.

TOMPKINS CORTLAND ONLINE COURSES:

Students who are thinking about taking a Tompkins Cortland online course in addition to BUAD 261 while at Disney should realize that in addition to working full-time, many other activities will compete for their time and attention while living in Orlando. Therefore, self-motivation and excellent time management skills are critically important for success in online courses while at Disney.

WHAT DOES IT COST?

Students who enroll in BUAD 261 must pay tuition and fees to Tompkins Cortland. The tuition amount depends on how many credits the student selects for BUAD 261. Financial aid is available for those who qualify. Disney charges a nonrefundable fee of \$390. All of Disney's educational courses are free of charge; students pay only for textbooks and supplies. Housing fees (\$116 to \$220 per week, depending on apt. size and location) are deducted from weekly paychecks. Students need to have enough money for transportation to and from Florida and to live on for two to three weeks until they receive regular paychecks.

I'M INTERESTED! WHAT SHOULD I DO NEXT?

Complete information is available through the **Disney College Program**.

Talk with your academic advisor to see how and when this internship will best fit into your degree program. Remember that some students do it as a post-graduate semester after completing their degree.

Meet with the Tompkins Cortland Disney Coordinator to get your questions answered and to discuss your eligibility for the program.

THE APPLICATION PROCESS

Timeline: For Fall and Fall Advantage programs, applications are accepted the preceding February and March. For Spring and Spring Advantage programs, applications are accepted the preceding September and October.

Submit the **Tompkins Cortland Disney application** to the Tompkins Cortland Disney Coordinator.

After the coordinator confirms your eligibility for the program, complete the **Disney Online Application**. This includes a Role Checklist to indicate which roles you are willing to perform, so be sure to familiarize yourself with the roles beforehand. Full descriptions are available through the **Disney College Program**.

After Disney accepts your application, the next step is a "web interview," which consists of approximately 100 questions that probe your personality and values.

If you pass the web interview, you will be invited to participate in a telephone interview.

You will hear whether Disney has accepted you anywhere from two to six weeks after the phone interview. If you are accepted, follow Disney's instructions for accepting your role offer.

Work with the Disney coordinator and your academic advisor to decide whether to take BUAD 261 and how many credits are appropriate for you.

Attend the Tompkins Cortland WDW pre-departure meeting to be scheduled by the Tompkins Cortland Disney coordinator and register for BUAD 261, if applicable.

TOMPKINS CORTLAND DISNEY PROGRAM COORDINATOR

Room 248

607.844.8222, Ext. 4293

Merryn Clay

INTERNSHIPS AND EXPERIENTIAL LEARNING

Internships provide students with practical experience that expands upon classroom knowledge and also helps students build skills that are desirable to future employers. Many Tompkins Cortland programs feature internship opportunities.

INTERNSHIP BY DEGREE PROGRAM AREA (B -E)

BUSINESS ADMINISTRATION

BUAD261: Walt Disney World College Program

CHEMICAL DEPENDENCY COUNSELING

CDSC200: Chemical Dependency Field Work I

CDSC220: Chemical Dependency Field Work II

COMMUNICATION AND MEDIA ARTS

COMM265/Ind Study/M49C - Communication & Media Arts Internship

COMPUTER INFORMATION SYSTEMS

CIS230: Computer Information Systems Internship

COMPUTER SUPPORT SPECIALIST

CSS240: Computer Support Specialist Internship

CREATIVE WRITING-PROSE, POETRY, AND DRAMA

ENGL271: Writing Internship

CREATIVE WRITING-SCREENWRITING

ENGL271: Writing Internship

CRIMINAL JUSTICE

CRJU230: Criminal Justice Internship

EARLY CHILDHOOD

ECHD242: Guided Field Work - Early Childhood Education

ENTREPRENEURSHIP

BUAD264: Entrepreneurial Internship

INTERNSHIP BY DEGREE PROGRAM AREA (H -W)

HOTEL AND RESTAURANT MANAGEMENT

HRMG213: Hospitality Internship

HRMG216: Hospitality Internship

HUMAN SERVICES

HUMS230: Human Service Internship

OFFICE MANAGEMENT AND ADMINISTRATION

OFFC230: Office Management & Admin Internship

NURSING

NURS232: Nursing Internship

NURS233: Nursing Internship

RECREATION

RECR285: Recreation Field Work

PARALEGAL

PARA230: Paralegal Internship

SPORT MANAGEMENT

SPMT190: Event Practicum I

SPMT195: Event Practicum II

WINE MARKETING

WINE213: Wine Marketing Internship

COLLEGENOW

WHAT IS COLLEGENOW?

For more than 30 years Tompkins Cortland Community College has worked closely with school districts to enhance the opportunity and accessibility of education for students in Central New York. With CollegeNow, our commitment to this partnership is stronger than ever. We support the student transition to college and careers by providing quality college credit and connecting our faculty with school instructors to promote career pathways, clarify college expectations, and raise awareness of Tompkins Cortland and its resources. Some examples of how CollegeNow works with our partner schools include:

WHO ARE COLLEGENOW STUDENTS?

CollegeNow students are high school students who are ready to earn college credit now! Learn more about how CollegeNow can help you get a head start on college through **concurrent enrollment** courses offered in the high school, **online courses**, or **campus-based courses**. **Homeschooled students** will find a range of credit and non-credit opportunities, including assistance completing their high school equivalency through college credit.

OUR VALUE:

In a recent survey, former CollegeNow students resounded in agreement:

98 percent would recommend the CollegeNow program to a current high school student.

91 percent said concurrent enrollment courses increased the academic strength of their high school curriculum.

91 percent rated their overall CollegeNow experience as *good* or *excellent*.

Students who participate in the CollegeNow program not only earn academic and financial advantages but also strengthen their college applications and develop tools for college success.

HOW DO WE WORK WITH OUR PARTNER SCHOOLS?

Some examples of how CollegeNow works with our partner schools include:

122 distinct college courses approved for Concurrent Enrollment in 91 partner high schools;

5,262 Concurrent Enrollment students earned 40,809 credits through concurrent enrollment at no cost;

302 HS-aged students enrolled in 1467 credits online or on-campus;

2,823 seniors graduated high school with 40,853 college credits (average 14.47 credits). Of those, 70 seniors from 13 districts completed their A.S. degrees while in high school;

82% of high school seniors in Tompkins County and 71% of seniors in Cortland County graduated with credits earned through CollegeNow.

EARLY DEGREE

Learn more about our **Early Degree** program to find out what makes these students so unique.

ACCREDITATION

Accredited by the **National Alliance of Concurrent Enrollment Partnerships**

COLLEGENOW CONTACT INFORMATION

CollegeNow@tompkinscortland.edu

Phone: 607.844.6503

Text: 607.367.6828

COLLEGENOW SURVEYS

Course Evaluation Schools (A-M)

Course Evaluation Schools (N-Z)

COLLEGENOW HELPFUL LINKS:

Who We Are

The CollegeNow Advantage

Concurrent Enrollment

CollegeNow Online

Early Degree

Homeschooled Students

On Campus High School Students

Professional Development

STUDENT RESOURCES

Concurrent Enrollment Registration

Student Guidelines

Starting a College Transcript

Library and Tutoring

Study Skills

Transferring Your Credits

[Request a Transcript](#)

INSTRUCTOR RESOURCES

[Teach a New Course](#)

[Forms and Timeline](#)

[Certificate of Residence](#)

[Library Services](#)

FACULTY

The Homepage for our faculty can be found by [following this link](#). This includes biographies for individual faculty members and those who have earned Professor Emerit status.

BIZ

INNOVATIVE SOLUTIONS. DEDICATED SUPPORT. GUARANTEED RESULTS.

BIZ is committed to the development of non-credit professional development programs to help organizations grow their most important resource - human capital. As part of Tompkins Cortland Community College, BIZ offers a wide variety of training programs for individuals seeking to develop skills, as well as for companies seeking customized training solutions in areas as diverse as manufacturing, leadership, technology and more. Since 2010 BIZ has served more than 115 organizations and has secured over \$680,000 in grant funding for customized training since 2011.

Relationships with trainers and teachers mean BIZ can find creative, professional solutions for all business and personal training needs. We proudly serve manufacturers, small businesses, not-for-profits, educational institutions, and more as we provide the skills and knowledge that drive our area's economy.

INTERESTED IN A BIZ WORKSHOP?

Browse our offerings below or complete our [Registration Form](#).

We now have text! Our number is **607.251.0612**.

Are you an employer interested in having a College representative come talk to your employees about microcredentials, certificates, and degree programs available at TC3? [Let us know!](#)

BIZ HOMEPAGE

The BIZ homepage can be found by [following this link](#).

FACULTY, STAFF, ADMINISTRATION

FACULTY

Individual biographies of our Faculty can be found by [following this link](#), which also contains a list of faculty who have achieved Emerit status.

STAFF DIRECTORY

The College's Staff and Department Directory can be found by [following this link](#).

COLLEGE ADMINISTRATION

Dr. Amy Kremenek

President

BS, Newhouse School of Public Communications at Syracuse University,

MPA, Maxwell School of Public Affairs and Citizenship at Syracuse University

DM Community College Policy and Administration, University of Maryland Global Campus.

Scot Beekman

Interim Chief Information Officer

AS Business Administration, SUNY Broome

Sophia Darling

Vice President of Finance and Administration

BS Accounting, Niagara University

MBA Syracuse University

Richard Floyd

Vice President for Enrollment Management

B.A. Chemical Physics, DePaul University

John Geer

Vice President of Human Resources

B.S. Business Administration, Columbia College

Paul Reifeneiser PhD

Provost and Vice President of Academic Affairs

BA English, Villanova University

MA English, St. John's University (NY)

PhD American Literature and Cultural Theory, Florida State University

Malvika Talwar PhD

Associate Provost

BS Lifesciences, St. Xaviers College, University of Mumbai, India

MS Biochemistry, University of Mumbai, India

PhD Biological Sciences (Ecology and Evolutionary Biology), University of Missouri, Columbia

Seth Thompson

Vice President of Student Affairs and Senior Diversity Officer

AS Liberal Arts, SUNY Canton

BA History, SUNY Potsdam

MS Education, SUNY Potsdam

ACADEMIC DEGREE PROGRAMS and MICROCREDENTIALS

DEGREE PROGRAM PAGES

The College offers a variety of programs leading to either an Associates of Applied Science (AAS), an Associates of Arts (AA), or and Associates of Science (AS). Each program has a dedicated page, and a link to each page [can be found here](#).

Each program has an audit sheet, which lists the required courses for each program. Audit sheets can be found by [following this link](#).

In the full version of this catalog, the audit sheets for degree programs are listed as Appendix A.

MICROCREDENTIALS

The College offers a variety of microcredentials, which is a defined set of college courses that takes less time to complete than a degree or even a certificate – and is typically designed to teach specific, in-demand skills in collaboration with local employers or job needs. Microcredentials offer a valuable career credential upon completion, and courses can also be applied to an existing degree or certificate program. Each microcredential has a dedicated page, and a link to each page [can be found here](#).

Each microcredential has an audit sheet, which lists the required courses for each program. Audit sheets can be found by [following this link](#).

In the full version of this catalog, the audit sheets for microcredentials are listed as Appendix B.

COURSE DESCRIPTIONS

A list of all approved college courses can be found by **following this link**.

In the full version of this catalog, the list of course descriptions is listed as Appendix C.